CERTIFICATE PROGRAMS 1994-95

GEORGE BROWN

THE CITY COLLEGE

INSIDE...

- Descriptions of 65 certificate programs
- Important start dates and phone numbers
- Request card for more information

CERTIFICATE PROGRAMS AT GEORGE BROWN COLLEGE

With a certificate program at George Brown College you can learn specific skills in a short length of time. These programs are for students who know what they want, and want to get there quickly.

All certificate programs run for one year or less. Admission requirements vary from Grade 10 credits to an Ontario Secondary School Diploma (OSSD) or its equivalent, or mature student status. (Please see our full-time calendar for information on applying as a mature student). Some programs require experience, demonstrated abilities or an interview prior to acceptance. Post-diploma certificate programs are designed for students who have a college diploma or university degree in a related field. ***Check the full-time calendar for complete admission requirements for your program.***

Programs marked with a triangle (Δ) may be suitable for students with basic level credits. These students will be asked to attend a personal interview to discuss the program prerequisites.

For more information on any of these programs, please see the full-time calendar or call the Enquiry Centre at (416) 867-2464 or toll-free 1-800-263-8995.

PROGRAMS

ACADEMIC

	LENGTH *(weeks)*	START DATE	PHONE
English as a Second Language	24	weekly	867-2445
Literacy in English as a Second Language	24	TBA	867-2445
English for Science and High Technology	12	TBA	867-2423
English as a Second Language – Advanced	12	TBA	867-2445
Labour Marketing Language Training	12	TBA	867-2445

ACCESS

	LENGTH *(weeks)*	START DATE	PHONE
Deaf Futures	40	Feb., Dec.	944-4580 voice 4579
General Academic Preparation Δ	varies	weekly	944-4605
College Start – Business Δ	16	Sept., Jan.	944-4605
College Start – Fashion Δ	16	Sept., Jan.	944-4605
College Start – Health & Community Services Δ	16	Sept., Jan.	944-4605
College Start – Hospitality Δ	16	Sept., Jan.	944-4605
College Start – Technology Δ	16	Sept., Jan.	944-4605
Vocational Orientation	9	Aug., Oct., Nov., Jan.	867-2192
Career Change	12	Sept., Jan.	867-2627
College Vocational Program Δ	32	Sept.	867-2503

BUSINESS

	LENGTH *(weeks)*	START DATE	PHONE
Health Records Technician	32	Sept.	867-2134
Investment Sales Assistant	32	Sept.	867-2136
Microcomputer Operator	28	varies	867-2135
Office Administration – Dental	32	Sept.	867-2136
POST-DIPLOMA PROGRAMS			
International Trade	32	Sept.	867-2140
Sports Marketing	32	Sept.	867-2140
Workers' Compensation Claims	32	Sept.	867-2134

COMMUNITY SERVICES

	LENGTH *(weeks)*	START DATE	PHONE
Day Care Assistant Δ	32	Sept.	867-2310
Health Care Aide Δ	16	Sept., Jan., March, April	867-2185

FASHION

	LENGTH *(weeks)*	START DATE	PHONE
Apparel Pattern Drafting Δ	36	Sept.	867-2382
Furniture Upholstery (Repair) Δ	36	Sept.	867-2382
Furniture Woodworking & Finishing Δ	36	Sept.	867-2382
Gem Setting	36	Sept.	944-4433
Gemmology	36	Sept.	944-4433
Industrial Sewing Machine Technician	36	Sept.	867-2382
Jewellery Repairs	36	Sept.	944-4464

GRAPHIC ARTS

	LENGTH *(weeks)*	START DATE	PHONE
Commercial Art Δ	34	Sept.	867-2137
Electronic Desktop Composition Δ	40	Sept.	867-2010
Offset Printing Δ	40	Sept.	867-2010
Screen Printing Δ	40	Sept.	867-2137
Signwriting Δ	34	Sept.	867-2137

HEALTH SCIENCES

	LENGTH *(weeks)*	START DATE	PHONE
Dental Assistant	34	Sept.	944-4543
Dental Hygiene	36	Sept.	944-4543
Hearing Instrument Dispenser	30	Sept.	944-4543
Nursing Assistant	32-48	Sept., Jan.	867-2070
Pre-Health Science	16	Sept., Jan.	867-2196
POST-DIPLOMA PROGRAMS			
Dental Hygiene – Expanded Duties	23	Sept.	944-4546
Nursing/Upgrading for Graduate Nurses	13-32	Sept., Dec., & March	867-2320
Registered Nurse – Critical Care	16	Sept., Jan.	867-2345
Registered Nurse – Operating Room	16	Sept., Jan.	867-2349

please affix proper postage

GEORGE BROWN COLLEGE
ENQUIRY CENTRE
P.O. BOX 1015, STATION 'B'
TORONTO, ONTARIO
M5T 2T9

COMMUNITY SERVICES

	LENGTH *(weeks)*	START DATE	PHONE
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Registered Nurse – Critical Care	16	Sept., Jan.	867-2345
Registered Nurse – Operating Room	16	Sept., Jan.	867-2349

HOSPITALITY

	LENGTH *(weeks)*	START DATE	PHONE
Baking Techniques Δ	40	varies	867-2225
Chef Training (Pre-employment) Δ	35	Sept., Jan.	867-2225
Chinese Cooking – Basic/Advanced Δ	8	varies	867-2250
Food Preparation – Basic/Advanced Δ	20	every 20 wks.	867-2225
Food Service and Bartending Δ	20	every 10 wks.	867-2225
Hotel Front Office & Reception Δ	12	varies	867-2225
Retail Meat Cutting Δ	20	varies	867-2399
POST-DIPLOMA PROGRAMS			
Culinary Arts – Italian	33	Sept	867-2247
Food Service Supervisor	35	Sept	867-2225

SCIENCE & TECHNOLOGY

	LENGTH *(weeks)*	START DATE	PHONE
Appliance Servicing	36	every 18 wks.	944-4367
Carpenter	38	Sept., Jan.	944-4391
Computer Numericol Cantral Part Progrommer	32	Sept.	944-4376
Gas Fitter	26	Sept.	944-4368
Heating Technician	52	Sept., Jan.	944-4368
Machine Shap Δ	36	every 9 wks.	944-4384
Microcamputer & P.C. Servicing	52	Sept. - April, every 10 wks.	944-4753
Refrigeration – Air Canditianing	36	every 12 wks.	944-4363
Stationary Engineering – 4th Class	40	Sept.	944-4364
Welding Fitter Δ	36	Sept.	944-4391
Women inta Trades & Technalogy	18	Oct., Feb.	944-4358
Videa Systems and Service	48	Sept. - April, every 10 wks.	944-4753

REQUEST CARD

Please send me a course calendar for:

- ☐ Full-time programs
- ☐ Part-time (continuing education) programs

(Please print)

First Name_____

Last Name_____

Address_____
(street and number)

Apartment_____

City_____ Province_____

Postal Code_____

Telephone (home)_____

(business)_____

Please send me specific information on:

- ☐ Special Needs
- ☐ Financial Assistance
- ☐ Daycare
- ☐ Housing
- ☐ Career Planning
- ☐ College Information Nights

Area of interest:_____

For campus tours, call 867-2062. For general information, call 867-2464 or toll-free 1-800-263-8995.

George Brown
The City College

GEORGE BROWN

THE CITY COLLEGE

FULL-TIME PROGRAMS 1994-95

INSIDE...

- Descriptions of 150 college programs
- College services to help you succeed
- How to apply — step by step

COLLEGE TELEPHONE DIRECTORY

For departments not listed below, please call (416) 867-2000 or toll-free 1-800-265-2002.

• ACADEMIC UPGRADING	
Academic Skills Development Department	(416) 956-7330
• CAREER DEVELOPMENT CENTRE	
Career planning services	(416) 867-2207
• COUNSELLING	(416) 867-2104/5 (416) 944-4585
• ENQUIRY CENTRE	
For information about full-time and part-time programs	(416) 867-2464 or toll-free 1-800-263-8995
• FINANCIAL AID OFFICE	
For information on student loans, scholarships and bursaries	(416) 867-2476
• REGISTRATION CENTRES	
Admissions Centre	(416) 944-4500
Casa Loma Campus	(416) 944-4315
St. James Campus	(416) 867-2460
Kensington Campus	(416) 867-2445
Nightingale Campus (call Casa Loma)	(416) 944-4315
• SERVICES FOR DEAF AND HARD-OF-HEARING STUDENTS	(416) 864-0535 TTY (416) 867-2180 Voice
• SERVICES FOR STUDENTS WITH SPECIAL NEEDS	(416) 867-2622
• STUDENT CAREER SERVICES	(416) 867-2100
For job and career preparation information	(416) 944-4585
• STUDENT LIFE OFFICE	
For information on housing, orientation and other student issues	
St. James Campus	(416) 867-2106 and (416) 867-2674/Tuesdays
Casa Loma Campus	(416) 944-4586
• TRANSCRIPTS, GRADE REPORTS AND STUDENT RECORDS	
Casa Loma Campus	(416) 944-4315
St. James Campus	(416) 867-2460
Kensington Campus	(416) 867-2445
• HISTORICAL RECORDS, CERTIFICATES AND DIPLOMAS	(416) 944-4491
• TOURS	
Liaison Office	(416) 867-2062

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SUCCESS STARTS AT GEORGE BROWN

Success starts when people look ahead to their future and set some specific goals. For 25 years, George Brown College has offered programs that have helped people to achieve their goal of a new or enhanced career.

George Brown is one of 23 colleges of applied arts and technology in the province of Ontario. It was designated the official college for Toronto by the provincial government.

Our programs are carefully designed to meet the needs of both our students and the people who will employ them after graduation. Course projects and case studies reflect the demands of the workplace. They also prepare students for a smooth transition to professional life.

George Brown College students enjoy educational advantages that are unparalleled in Canada. These include unique program content, top-flight faculty, and (in many programs) work experience with some of Canada's top businesses and institutions.

Our location in the heart of Canada's most exciting city means that learning does not stop when students step outside of our buildings. All around them is a wealth of cultural, social, and recreational opportunities.

George Brown College offers people from all backgrounds and all ages a rich and unique learning experience. For tens of thousands of people, success has started here.

WHAT'S IN A NAME?

George Brown College is named after one of Toronto's most famous citizens of the 19th century. George Brown (1819-1880) was a politician, Father of Confederation, and founder of the Globe *newspaper, the forerunner of today's* Globe and Mail.

GEORGE BROWN COLLEGE
P.O. Box 1015
Station B
Toronto, Ontario
M5T 2T9
Canada

This text is printed on recycled paper.

YOUR CAREER PATH

Choosing a career is one of the most important decisions you can make. At George Brown College, we want you to choose wisely and well. That's why we offer a number of ways to help.

IF YOU...

KNOW

your general area of career interest (i.e., you know you want to work in a business setting or in the hotel and restaurant field, but you're not sure of the specific career or program):

▼

Look in the section of this book related to your interest area (e.g., School of Business or School of Hospitality).

▼

Read about the programs carefully. Your questions may be answered in the description there.

▼

If not, call the phone number listed at the bottom of the program page and ask for more specific details about the program.

DON'T KNOW

what you want to do, or if you feel confused or lack direction:

▼

Attend a free Career Planning Workshop at George Brown. These sessions may be offered in the daytime or evening. To find out the time and place of the workshop, and to register, call (416) 867-2464 or toll-free 1-800-263-8995.

You will learn about some of your options for choosing a career when you attend the workshop. You can also:

▼ Call our Career Development Centre. See page 13.

▼ Tour the college. Call (416) 867-2062.

▼ Speak to a counsellor. See page 11.

▼ Find out about programs offered at colleges and universities across the province in a book called **Horizons.** For information, call the Ministry of Education and Training at (416) 325-2929.

▼ Read about programs in this book. For part-time programs, get a copy of our Continuing Education calendar by calling (416) 867-2464 or toll-free 1-800-263-8995.

NOW...

IF YOU FIND OUT ABOUT A PROGRAM AT GEORGE BROWN THAT INTERESTS YOU:

Ask if there are any tours or information nights coming up for that particular program or for a group of programs offered by that division. Or ask if you can meet with a co-ordinator or chairperson in that department. Call the phone number listed at the bottom of the program page.

OR

You can get general information on programs, fees, financial assistance, how to apply, mature students, and admission requirements by attending a College Information Night offered by our Liaison Office. Call (416) 867-2062 to find out the time and place, and to register.

ADMISSION PROCEDURES

What are the admission requirements for George Brown College?

Some programs require basic-level credits or a minimum of Grade 10, while others require an Ontario Secondary School Diploma (OSSD) or equivalent. (If you do not have an OSSD, see the Mature Students section on page 7.) Other programs ask for very specific skills, work background, or life experiences. For our post-diploma programs, you need a college diploma or university degree. Read carefully the prerequisites, background, and recommended courses listed under each program title.

The minimum requirement for two-year and three-year **diploma programs** is an OSSD with credits at or above the general level. Many programs also require standing in particular subject areas or achievement of specific skills. The minimum requirement for our **certificate programs** (usually one year or less in length) is:

- Ontario Grade 10, or
- North American equivalent, or
- Ontario Basic Training for Skills Development Level III, or
- Academic Upgrading III, or
- Ontario Certificate of Education.

What if I don't have the admission requirements for the program I want to take?

You may be able to apply as a mature student. (See page 7.) You may also be asked to come to the college to take an admissions test and/or attend an interview. (See the Admissions Testing section on page 6.) If you need further preparation to meet the admission requirements for any program, please call the college's Academic Skills Development Department at (416) 944-4605. You may also see a counsellor. (See page 11.)

Where do I send my application?

See the How to Apply section on page 8.

Can I get advanced standing or exemptions?

If you have credits from another college, university, or post-secondary institution and you wish to be considered for advanced standing (credit for an entire full-time semester or more), please check off the box marked "college/university transfer" under the heading Additional Academic Information in section A of the OCAS application form (see page 8). You should also indicate the semester or level you are applying to enter when you complete Section B of the application form.

If you wish to apply for individual course exemptions based on your previous studies, consult the chairperson of your program during your first week of classes.

Can I get credit for my learning outside the classroom?

The college recognizes that adults acquire knowledge and skills from a variety of experiences in their personal and work lives that are equal to the traditional college-level learning delivered in the classroom. The college is pleased to assist the adult learners in the process of translating their experiential learning into college credits by offering a Prior Learning Assessment (PLA) program. The PLA co-ordinator is available to meet with candidates on an individual basis to review their educational goals and to outline the various steps and options in the PLA process. For further information, please contact the PLA co-ordinator at (416) 944-4456.

How are applicants chosen?

Colleges of applied arts and technology do not admit students solely on the basis of grades, nor do they give preference to students who have completed studies beyond Grade 12 over those who apply with the minimum criteria.

For some programs, far more people apply than there are seats available. George Brown College wants to be sure that the people who get into a program have a good chance of succeeding. That's why you may be asked to come to an interview, take various tests, answer questions, or demonstrate your skills. (See the Admissions Testing section on page 6.) Grades in prerequisite subjects may also form part of this evaluation.

Selection procedures may be changed at any time to meet the needs of the college and the applicants. Applicants will receive information about the selection process after their applications have been acknowledged.

Can I apply for financial aid?

Applicants to full-time programs who are Canadian citizens or permanent residents may be eligible for financial assistance through the Ontario Student Assistance Program (OSAP). New OSAP forms are usually available each spring around March or April. You can get one from your high school or by calling (416) 867-2464 or toll-free 1-800-263-8995.

OSAP information workshops are given during the summer (from May to August) by staff in the Financial Aid Office at George Brown College. Staff members will answer questions and help students in completing the OSAP form. To attend a summer OSAP workshop, call the Financial Aid Office at (416) 867-2476.

There are no entrance scholarships for George Brown College. Each department may have prizes, bursaries, and awards that are available to students who show exceptional ability. These are usually awarded to students who are near the end of the program.

Work-study is another option for students. You can earn money by working at jobs on campus. Call the Financial Aid Office at (416) 867-2476 for details. Many students like to work part-time. Be sure to drop in to Student Career Services at your campus.

Students who study on a part-time basis may qualify for the Ontario Student Assistance Program. Call the Financial Aid Office at (416) 867-2476 for more information.

INTERNATIONAL STUDENTS

Applicants from foreign countries are eligible for most certificate and diploma programs at George Brown College, provided they can:

(1) demonstrate an academic standing equivalent to the Ontario academic prerequisites;

(2) establish proficiency in both spoken and written English — if they come from a country whose first language is not English or if the language of instruction is not English — through a test score of 550 in the TOEFL (Test of English as a Foreign Language), although the college will consider scores that range from 525 to 549 depending upon the sub-scores, student transcript, and the type of program chosen. For more information on testing, see page 6. The college will also consider documents from the British Council English Language Testing Service (ELTS), or a score of 90 on the Michigan Test;

(3) fulfill any selective admission criteria for their chosen program; and

(4) obtain permission (student authorization) from the Canadian immigration authorities to remain in Canada for the length of the program, and, where required, a visitor's visa.

International students in Toronto may complete English testing at the George Brown College Test Centre. Telephone: (416) 944-4564. See page 6 for information on testing. **NOTE: International students cannot apply as mature students.**

International students send their application for all programs to:

Office of the Registrar
International Student Admissions Centre
George Brown College
P.O. Box 1015
Station B
Toronto, Ontario
M5T 2T9
Canada

For more information, call (416) 944-4500.

THE COLLEGE ENVIRONMENT

As part of its commitment to provide students with an equitable, fair and safe educational environment, George Brown has established a number of policies and committees:

RACE AND ETHNIC RELATIONS POLICY

George Brown is one of the most multiracial, multicultural colleges in Canada, and we are proud of this diversity. We are committed to promoting racial, ethnocultural and religious equality among staff, students, and the community. Our comprehensive policy articulates these commitments and identifies rights and responsibilities for all members of our community. The college has a responsibility to maintain an environment free of harassment and discrimination. An incident of expressed bias and discrimination could involve anyone in the college community. The incident could be intentional or unintentional, subtle, passive, or overt and it could take a verbal, non-verbal or physical form. Typical expressions of bias or discrimination are avoidance or exclusion, rude behaviour, stereotyping, name-calling, jokes and slurs, insults, threats or intimidation. If you feel that you have been subjected to an incident of bias or discrimination and you cannot resolve the situation with the offending party, you may then make a formal complaint with the Chair of your department. If your complaint is not resolved at the departmental level, you can ask your Dean to request that an Appeals Committee be struck to hear your complaint. For further information, contact your Chair or Dean, director of Student Services, or the Office of the Human Rights Advisor at (416) 944-4715.

SPECIAL NEEDS POLICY

Students and staff with physical, sensory, learning or emotional disabilities may have special needs that must be met relative to their participation in the life of the college. George Brown has established a policy to ensure that all students and staff with special needs may participate fully and safely in the educational, social and cultural life of the college.

ADVISORY COMMITTEE FOR EQUITY (ACE)

Made up of staff and student volunteers, ACE helps to advance equity at the college for those groups who feel that they have encountered discrimination predicated on culture, race, language, gender, sexual orientation, class, age, physical, mental, learning or emotional disabilities. ACE works to ensure that the college curriculum is free of stereotyping and sex bias, and that every individual has access to the full range of college programs and related occupations.

George Brown also has policies and procedures to ensure that staff and students are free from sexual harassment.

SMOKING POLICY

George Brown College believes that students and staff have the right to learn and work in a smoke-free environment. Smoking is not permitted in college buildings. If you smoke outside the doors, please place your cigarette butts in the ashtrays or garbage cans. Your co-operation in keeping the college clean and attractive is appreciated.

WOMEN'S SAFETY COMMITTEE

This committee was set up to examine, resolve, and raise awareness of safety issues and needs in the college, to improve security in our buildings, and to focus on the issue of violence against women.

ADMISSIONS TESTING

What is the purpose of testing?

We want you to succeed at George Brown College. By testing you, the college will be able to determine whether you have the skills and aptitude to successfully complete the program of your choice. You will be tested on your math and English skills, and you may have to answer some science questions, depending on the program you wish to take.

Who is tested?

If you apply as a mature student (see page 7) or if you apply to one of the more popular programs at the college (called "oversubscribed" programs), you will be asked to come in for testing. International students may also be asked to take admissions tests. The Admissions Centre will mail you a notice of the place, date, and time of your test at the college's Test Centre. Your test results will determine your eligibility.

What if I don't know if my skills will meet the program requirements?

If you're not sure if you have the program requirements, you do not have to wait until you have applied to find out if you need testing. If you want to get into a program in September, you can start planning for it as early as the **previous** fall — October or November. You can call the department of the program you want to take and ask them to make an appointment for you to be tested at the Test Centre at George Brown College. You can also call the Test Centre yourself to book an appointment at (416) 944-4564, but if you call for yourself, it will cost you $50. When you apply to the college, attach a note to your application stating when you were tested, or attach your test results to your application. Results of your test are kept on file at the Test Centre. If you are tested early and you do not meet the minimum requirements for a program, you may have time to upgrade your skills and to be tested again before the program is filled.

What if my transcripts are from a foreign country?

Apply to the college and include academic documents from your country. All academic documents that are not in English must include a certified translation from the host school, college, or university. These documents will be assessed by the Registrar's Office. If your documents are from a foreign country, we will test you in English or request that you take a Test of English as a Foreign Language (TOEFL). If you are missing any subjects, the Registrar's Office will make an appointment for you to be tested at the Test Centre.

Where is the Test Centre?

It is on the first floor of 146 Kendal Avenue, Casa Loma Campus, George Brown College. See map of the Test Centre, page 7.

How long is the test?

The normal testing procedure runs from 8:30 a.m. to 2 p.m. Some people may finish the test sooner than others, depending on their level of ability and the number of tests they must write.

Is there a waiting list to be tested?

Your appointment can usually be arranged within two or three days of your call to the Test Centre.

Must I bring anything with me to the Test Centre?

You will be asked to bring your Social Insurance Number and proof of identification. Photo I.D. is required. If you have paid in advance, you must bring your receipt or test appointment sheet with you. Bring any forms or letters that you have. You may **not** bring a calculator, dictionary, or any other aids with you when you write the test.

Who do I call to find out my test results?

Do **not** call the Test Centre. Test results will be mailed out from the Admissions Centre. If you do not hear, call the department or the party who requested the tests for you. Your test results are confidential and will not be given out without your consent.

What can I do to prepare for the test?

If you plan to go for testing, ask for a Test Information Booklet to be sent to you. To get a booklet, call (416) 944-4564. This booklet contains important information and sample test items. Also, anyone can attend a Test **Orientation**, held every Monday beginning at 9:00 a.m. at the Test Centre. You must call ahead to (416) 944-4564 to attend this workshop. At the workshop, you will get to see sample questions, discuss the purpose of testing, and ask questions. We encourage you to attend this workshop to learn more about the testing process. If you are applying as a mature student, you can take a new preparation course. (See the Mature Students section on page 7.)

What if my test results are not high enough for me to get into a program?

Requirements vary from program to program. Your test results are forwarded to the department where you are applying. If you have applied for a post-secondary program starting in September, a letter will be sent out after May 15 to tell you if you have been accepted. If you did not meet the minimum requirements for the program you chose, we will tell you about a number of options you have to improve your skills.

For more information on admissions testing, call the George Brown College Test Centre at (416) 944-4564.

MATURE STUDENTS

What is a mature student?

A mature student is a person who is 19 years of age or older on the start date of the program **and** who does not have an Ontario Secondary School Diploma (OSSD). If you meet these qualifications, check off "mature student" on your college application form. Some programs ask that you have specific subjects (e.g., Grade 12 chemistry) as well as your OSSD. If you have your diploma but are still lacking some prerequisites listed for the program you want to take, the college may ask you to come in for testing. See the Admissions Testing section on page 6. If you are an international student, you cannot apply as a mature student. Instead, see the International Students section on page 5 and the Admissions Testing section on page 6.

If I apply as a mature student, am I exempt from all program prerequisites?

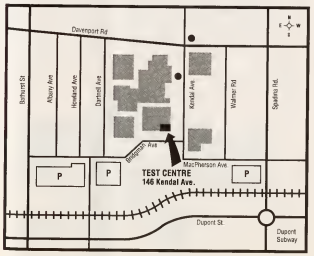
No. Those who apply as mature students must still take admissions tests and/or attend an interview to determine whether they are eligible.

If I apply as a mature student, when should I apply?

For post-secondary diploma and certificate programs starting in the fall, apply as soon as possible after **JANUARY 1** to allow time for admissions testing. For other programs, call the number listed at the bottom of the program you want to take.

What tests will I be asked to take?

As a mature applicant, you will be tested on basic academic skills in English and math. You may also be asked to write special tests depending on your program. Mature applicants will be admitted to college if their test results are satisfactory and if they have the maturity to succeed. (For more information on testing, see the Admissions Testing section on page 6.)



PREPARATION COURSE FOR MATURE STUDENTS

A preparatian caurse has been designed far people who have applied or are planning to apply to George Brawn Callege as mature students. The Testing far Mature Students Caurse is offered by the Academic Skills Department and runs one evening a week for 10 weeks. The caurse gives you a chance to review your academic skills in English and math in preparatian for the mature student admissians test. For mare details an Admissions Testing, see page 6.

Far mare informatian an this caurse, please call the Academic Skills Development Department at (416) 956-7330.

MAP OF TEST CENTRE

The Test Centre is located on the first floor of 146 Kendol Ave., on the northwest corner of Bridgmon Ave. If you have questions or wont general informotion, please go to the Test Centre reception office in Room 123.

HOW TO APPLY

STEP 1: Find the page listing the program you want to take.

STEP 2: Look on the top left-hand side of the page for the black square.

STEP 3: Check to see whether the square says OCAS or George Brown College. Then follow the next steps under **one** of these two columns.

OCAS

ONTARIO COLLEGE APPLICATION SERVICE (OCAS)

STEP 4: Get an OCAS application form and Applicant Guidebook. If you are now enrolled in an Ontario secondary school, you can get the form from your high-school guidance office. OCAS application forms are also available from George Brown by calling (416) 867-2464 or toll-free 1-800-263-8995. Forms are also available at other community colleges, high schools, and the OCAS office at (519) 763-4725.

STEP 5: Fill out your form and include a $25 application fee. You may apply for up to **five** programs at Ontario community colleges, with no more than **three** program choices at the same college. There is space on one application form to list all of your program choices. All choices are treated equally and simultaneously. If you are applying to a program that starts in the winter, mail your form and fee to the OCAS address listed below.

STEP 6: For programs starting in September, mail your application form and fee after **JANUARY 1** to:

The Ontario College Application Service
P.O. Box 810
Guelph, Ontario
N1H 6M4, Canada

All applications that are received by OCAS **MARCH 1** will be treated on an equal basis. Applications received after March 1 will be treated on a first-come, first-served basis.

STEP 7: Offers of admission will be sent out after **MAY 15.** You may accept only one offer of admission from among the offers sent by the colleges. You must send back your confirmation of acceptance directly to OCAS on the form provided. There is no confirmation fee for applicants going through OCAS.

OR

GBC

GEORGE BROWN COLLEGE

STEP 4: Get an application form from the college. For specifi questions about the program, call the phone number listed a the bottom of the program page in this book. For gener information or application forms, write to:

Enquiry Centre
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9
Or call (416) 867-2464
or toll-free 1-800-263-8995.

STEP 5: Apply as soon as possible. Send your complete application form and any supporting documents to:

Office of the Registrar
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

STEP 6: Offers of admission are sent out at various time depending on the start date of the program. Call the Admi sions Centre at (416) 944-4800 or the phone number listed at t bottom of your program page for more information.

FEES

POST-SECONDARY PROGRAMS:

(DIPLOMA, POST-DIPLOMA AND ONE-YEAR CERTIFICATE PROGRAMS)

Tuition	$916 per year (for a standard-length program of 32 to 34 weeks per year). Fees for non-standard programs may be different.
Student Activity Fee	$100 per year (collected on behalf of student councils)
Transcript/Locker/ Graduation Fee	$43 per year
Materials and Supplies	Variable. Most programs charge extra materials fees for special equipment and supplies used in the classroom. Depending on your program and the equipment needed in that field of study, materials and your books, supplies and sometimes uniforms could cost from zero to $1,500 per year. Call the phone number listed at the bottom of the program you want to take for specific details on the materials, books and supply fees.
Application Fee	Students applying to post-secondary programs must send their application and a $25 non-refundable application fee to the Ontario College Application Service (OCAS). See page 8.
I. D. Fee	$6
Student Assistance Fee	$15 (includes support services for learning resources, counselling, health services, orientation)
Alumni Fee	$15 (payable in final year of program)
Total Fees	**$1,105 per year** (not including materials and books)

All students must pay in full their fees for the entire academic year by **JULY 15.**

Fee **deferrals:** Under extenuating circumstances, students may be able to defer partial payment of their fees, but each case is assessed on an individual basis. Students getting financial aid from OSAP must still pay by the due date. For more information, call the Deferral Office at (416) 944-4747. Students who get an approved fee deferral must pay a $45 non-refundable deferral fee.

For information on financial aid, see page 4. For fee refunds, see page 10.

MOST UPGRADING AND SKILLS PROGRAMS:

Tuition	**$25.60** per week, payable in 16-week or semester installments (not including materials and books)
Campus Service Fee	$12, payable with first tuition installment
Transcript/ Graduation Fee	$15
Student Activity Fee	$2.50 per week (collected on behalf of student councils)

ENGLISH AS A SECOND LANGUAGE PROGRAMS:

Tuition	**$25.60** per week, payable in 24-week or semester installments (not including materials and books)
Campus Service Fee	$12, payable with first tuition installment
Transcript/ Graduation Fee	$15
Student Activity Fee	$2.50 per week (collected on behalf of student councils)

INTERNATIONAL STUDENTS:

International students will pay **$7,700** per year (not including materials and books) for post-secondary diploma and post-diploma programs of standard length (32 to 34 weeks). Their fees for the entire academic year must be paid in full by **JULY 15**. International students entering certificate programs will pay **$250** per week, payable in 16-week installments (not including materials, books or incidental fees.) To apply, see page 5.

SENIORS:

The tuition fee for full-time programs for students age 60 or over is $50 per academic year (not including materials and books). Applicable materials fees must be paid.

FEE CHANGES

The tuition fees quoted here are regulated by the Ontario Ministry of Education and Training. These and other related fees listed above are for the 1993/94 academic year. Fees **are subject to change,** without notice, with the approval of the Government of Ontario and/or the Board of Governors at George Brown College.

GENERAL INFORMATION

ARTICULATION AGREEMENTS WITH SECONDARY SCHOOLS

Articulation is the process of linking secondary schools to colleges to help students make a smooth transition to college — without experiencing delay or duplication of learning. George Brown College has signed articulation agreements with the Toronto Board of Education, Metropolitan Separate School Board, and York Board of Education. Students who have graduated from schools in these boards may be able to obtain exemptions for a number of courses once they are accepted into a program at George Brown. For more information, see your guidance counsellor or call the articulation co-ordinator at your local school board.

DECISIONS ON ADMISSION

The College Registrar's Office is empowered to accept, defer or reject any candidate's application for admission to any program. The Registrar reserves the right to test any applicant or to require validation or re-submission of official documents in the event of any uncertainty about academic credentials or capabilities.

PRIORITY OF ADMISSIONS

Provincial government regulations require that applicants be admitted in the following order of preference:

(1) Permanent residents of Ontario;

(2) Permanent residents of other Canadian provinces and territories; and

(3) Students from other countries.

FEE REFUNDS

(a) For the purposes of calculating tuition fee refunds, the effective date shall normally be the date the student submits to the Campus Registration Centre or the Office of the Registrar a written request to withdraw.

(b) Canadian citizens and Permanent Residents who officially withdraw within 10 class days from the beginning of a semester are entitled to receive a refund calculated as follows:

- full tuition fees for that semester less a $50.00 administrative service charge; and
- all fees paid in advance for subsequent semesters.

(c) International students who officially withdraw within 10 class days from the beginning of a semester are entitled to receive a refund calculated as follows:

- full tuition fees for that semester less $455.00 administrative service fee
- fees paid in advance for subsequent semesters.

(d) All students may obtain a refund over a period of five class days after the initial 10-day refund period if they are required to withdraw from the college as a result of a promotion meeting or at the request of their department.

(e) The fixed fee is refundable only within the refund period of the first semester in which a student registers for each academic year. The fixed fee is defined as the Student Administrative Council (SAC) fee and the transcript and graduation fee.

(f) Refunds will be paid by cheque or credited to the charge card accounts to the registered students, the agency or the company paying the student's fees, but not to any other individual.

(g) Students who receive a bursary from OSAP for either daycare or disability-related expenses will have their refund fees paid to the Treasurer of Ontario.

(h) Materials fees may not be refunded. To inquire, call the department of the program in which you were enrolled.

FULL-TIME/PART-TIME PROGRAMS

Some full-time programs are also offered on a part-time basis. If you are interested in part-time studies, contact the chairperson of the program for more information. To find out about our part-time, evening, and weekend courses, get a copy of our Continuing Education calendar. Call (416) 867-2464 or toll-free 1-800-263-8995.

A full-time student is one who is enrolled in 70 per cent of the contact hours or two-thirds of the courses required for his/her program.

If full-time students are granted course exemptions, they may, with the permission of their program chairperson, substitute another course at no extra charge beyond the full-time fee.

Full-time students with a full program load who wish to enrol in additional part-time courses must pay the required fee for each additional course.

PROGRAM CANCELLATION POLICY

Prior to a decision to suspend or phase out a program, the college will provide the students enrolled in the program with the opportunity to complete the program within the normal time period (i.e. the Ministry-approved program duration).

As a general principle, the college will provide the students with the opportunity to complete the program at the college in which they are enrolled. However, there may be special circumstances where it is not possible for the college to do so, or where a transfer of the students to another college would be more practical for both the students and the college.

Under such circumstances, the college has the responsibility to assist the students to become enrolled in the same program offered by another college located within a reasonable distance from the college.

CLASS TIMETABLES

Class timetables produced by the college are statements of intent on the part of the college that will be followed as closely as circumstances permit.

However, the college reserves the right to change class timetables without notice due to unforeseen circumstances or circumstances beyond the college's control. Class timetables will be distributed to the students in accordance with the specific divisional policy. Students can expect to be scheduled for class anytime between 8 a.m. and 6 p.m.

CHANGES TO PUBLISHED INFORMATION

The program descriptions in this calendar are statements of intent on the part of the college that will be carried out as closely as circumstances permit. Policies and procedures were those in effect at the time of publication.

However, the college reserves the right to change, without notice, any published information that may subsequently require correction or amendment due to circumstances beyond its control.

The college also reserves the right to change or cancel a program or course when enrolment is insufficient or employment opportunities for graduates appear inadequate, and to withdraw offers of acceptance or refund any fees paid for such programs or courses. The college will not be held liable in any material way for difficulties created by any required changes in curricula.

SERVICES FOR STUDENTS

ATHLETICS

When class is out you can keep in shape at our three campus gyms, with activities ranging from aerobics to weight training to tai chi to tennis. Or, you can be a part of the many intramural teams, such as badminton, basketball, touch football, volleyball, soccer, tennis, softball, and table tennis.

George Brown also boasts an impressive array of varsity teams. As a member of the Ontario Colleges Athletic Association, our men's and women's "Huskies" teams challenge other Ontario college teams in sports such as soccer (indoor and outdoor), basketball, volleyball, tennis, cross-country running, badminton, alpine skiing, and touch football.

STUDENT COUNCILS

Every year, students at each campus elect a student administrative council (SAC). The SACs organize social activities for students, support special-interest clubs, and deal with issues of college-wide importance.

HOUSING

Although George Brown does not have student residences, Toronto offers a wide variety of accommodations in many interesting neighbourhoods.

In addition to checking the classified sections of Toronto daily newspapers for rental accommodation, you should visit our college housing service at St. James Campus. Linked by computer to the housing services of the University of Toronto and Ryerson, our housing office lists between 1,000 and 2,000 available accommodations. Houses, apartments, townhouses, boarding situations, sublet and shared accommodation are included. The listing is updated daily and phones are provided free of charge for students to call prospective landlords. A giant map of the city is also available to plot housing locations.

Thanks to Toronto's excellent public transit system (the TTC), students don't have to limit their housing search to downtown Toronto. Subways, buses and streetcars provide easy access to all corners of the city. GO Transit connects communities surrounding Toronto with the TTC.

For more information about housing, call the Manager of Student Life at (416) 867-2106.

STUDENT LIFE

Student Life is the co-curricular program that complements academics, ensuring that learning at George Brown College occurs in the broadest context for students. These areas include: housing, orientation, convocation, student rights, multiculturalism, special interest groups, Student Administrative Council (SAC), and the Student Life Advisory Committee.

An essential component of the Student Life Manager's job is to serve as an advocate for students by providing students with advice on college policies and procedures, rights and responsibilities, and general guidance on where and to whom complaints and enquiries are appropriately directed.

For more information, call the Manager of Student Life at (416) 867-2106/867-2674.

COUNSELLING

The move to college can be a challenging transition for many people — particularly those who have been away from formal education for a few years. With the assistance of our professional counselling staff, that transition can be smooth, rewarding and successful.

Our counsellors are available to help students solve problems and develop winning strategies to reach their personal, educational and career goals. Counselling interviews are free and confidential. In addition to one-on-one appointments, counsellors offer workshops on topics such as:

- study skills
- self-confidence and assertiveness
- exploring career options
- stress management

The phone numbers for our offices are:

St. James Campus	(416) 867-2104/5
Casa Loma Campus	(416) 944-4585
Kensington Campus	(416) 867-2374
Nightingale Campus	(416) 867-2354

For general program information, call the college's Enquiry Centre at (416) 867-2464 or toll-free 1-800-263-8995.

PEER TUTORING

Our successful Peer Tutoring program is based on the premise that students helping students is rewarding for all. Peer tutoring provides one-to-one assistance to students having difficulty with specific courses by students who have achieved above-average scores in those subjects.

Most tutors are second- or third-year students who complete a training program and are paid by the college. They assist students who are either experiencing difficulty in a subject or simply wanting to maintain their standards.

The best part is that tutoring is free. If you want to become a tutor, or if you need a tutor, don't wait until the last minute. Sign up in the Counselling Office at your campus early in the school year.

DAYCARE

Many students at George Brown College are also parents. If you are planning to come to college and you need daycare, you should begin to make arrangements for daycare immediately, even before you have been accepted to your program, since waiting lists for daycare spots are often long. George Brown College operates eight daycare centres, and our students are given priority for spaces. Full-time students are eligible for subsidized daycare, but the number of subsidized spaces is limited and the waiting list for subsidized daycare spaces is usually long. When applying for daycare, call the individual daycare centres to get your name on the waiting list as soon as possible. If you want a brochure about daycare, call the George Brown Enquiry Centre at (416) 867-2464 or 1-800-263-8995. Or for more information, call (416) 867-2359.

RESOURCES AND SERVICES

STUDENTS WITH SPECIAL NEEDS

The Special Needs Office provides assistance to students with physical, learning and emotional disabilities. Specialized technical equipment is available to help students. The main office is located in Room 589-F at St. James Campus, but students at any campus can make appointments and get assistance. All campuses are easily accessible by public transit and Wheel Trans. Most buildings are equipped with ramps, elevators and special washrooms. Accessible parking can be arranged. Students who want assistance should contact the Special Needs Office as soon as they have been accepted at George Brown. That will ensure that assistance can be provided as soon as possible. Accommodations or assistance may also be provided with the application process. Call us at (416) 867-2622.

STUDENT CAREER SERVICES

The mission statement of Student Career Services at George Brown is "to assist students in developing their abilities to create and develop a positive and fulfilling working life in an evolving and unpredictable work environment."

Located at all campuses, Student Career Services is a free, optional service available to George Brown students **and** graduates; advocating a new mind-set of life-long learning and life-long **career** learning, this is another step in linking education and employment. This service complements other departments and divisions by providing to students:

- a series of workshops and presentations on job search strategies, the importance of research and information gathering, and the awareness of interview skills, self-assessment, and current job trends;
- assistance with resumes and covering letters;
- individual career advisement on an appointment basis;
- an annual College Graduate Placement Report;
- employment listings of full-time, part-time, temporary, summer and contract positions, as provided by employers;
- free hand-out material on current resume and job searching advice;

and to employers:

- assistance in creating help-wanted advertisements;
- annual marketing mail-outs to encourage the hiring of George Brown students and graduates;
- information on college programs and graduate availability to assist in company recruitment planning.

CAMPUS RESOURCE CENTRES

Each of the college's library resource centres is unique, reflecting the various specializations of the campus. All students, staff and faculty have access to the resources, facilities and services available at each campus. You can find almost anything in your resource centre — books, periodicals, films, videos and VCRs, computers and software, audiocassettes and newspapers. Fax machines are available for your use in the Casa Loma and St. James Campus resource centres. Each centre offers facilities for research and study, viewing films and videos, academic and personal computing, and some special needs services. Resource centre staff are available to help you locate the information you need for study, projects and assignments. Make the most of your college experience by discovering early in your term what your campus library resource centre has to offer you.

HEALTH CENTRES are staffed by registered nurses who provide emergency care, health counselling and referrals.

BOOKSTORES (at St. James, Casa Loma and Kensington) are equipped to supply most of the book and supply needs of students in all programs at the college.

DISTANCE EDUCATION (OFF-CAMPUS COURSES)

WOULD YOU PREFER TO COMPLETE SOME OF YOUR STUDIES WITHOUT ATTENDING CLASSES AT A COLLEGE CAMPUS?

Off-campus courses are equivalent to the on-campus courses in terms of objectives, content, challenge and testing. They may use video, audio tapes, computer conferencing or teleconferencing to supplement the text components.

This kind of study allows you to work according to your own schedule. It eliminates travel to and from the college, providing a way for those who cannot or choose not to come to regularly scheduled classes to take college courses. You will have access to a teacher to answer your questions and talk about ideas, but you will work on your own most of the time.

George Brown has developed the following courses in distance format: *Introduction to Psychology* and *Legal Implications in Health Care*. Check the program descriptions in this book to see if these courses are part of your program of interest.

For more information or to discuss the kinds of off-campus courses you would like to see offered, call (416) 944-4742.

CAREER DEVELOPMENT CENTRE

Are you thinking about changing your career? George Brown College offers a comprehensive career planning service to help you make the right career decision.

The Career Development Centre offers the following services:

IN-DEPTH TESTING AND CAREER EXPLORATION PACKAGE

The package is available for individuals — with personal evaluation, interpretation and counselling — or you may choose to be part of a group. Included are: assessments and interpretation; "Choices" career research; career goal development; summary report.

À LA CARTE SERVICES

Each of these services may be purchased separately. They are available for individuals or you may choose to be part of a group.

- Personality assessment (Myers-Briggs)
- Interest inventory (Strong)
- Aptitude battery (CAPS)
- Skills identification
- "Choices" career research
- Career goal development
- Job search training

ONE DAY "POSSIBLE DREAM" WORKSHOPS

These will help you:

- develop strategies and action plans
- create or establish a career goal
- explore your options, interests, skills and values

CORPORATE WORKSHOPS

These can be developed to meet the needs of organizations in the area of:

- team building
- manager as career coach
- implementing career development strategies

SINGER HANDS-ON WORK STATIONS

Up to three hours of self exploration at one of 12 different, simulated work stations, with initial instructions from a qualified counsellor. For an additional cost, you receive a written assessment of your practical skills after close monitoring at the station of your choice.

*Fees available on request. Please call the Career Development Centre at (416) 867-2207 for complete details, or to arrange a free orientation and tour of the centre.

CAMPUS RENOVATIONS

George Brown College is currently undergoing extensive renovations at the St. James Campus and Casa Loma Campus. The work is aimed at improving or enhancing the space at the college, but we recognize that it will mean some inconvenience for students and staff. Classroom locations may change temporarily while construction is taking place. Please check with the Information Centre booth in the main lobby of the campuses for new room numbers. We appreciate your patience while we work to make the college a better place to study and work.

SERVICES FOR DEAF AND HARD-OF-HEARING STUDENTS

Many consider George Brown College the leader in post-secondary education for deaf and hard-of-hearing students in Canada. About 25 per cent of all deaf and hard-of-hearing Canadian post-secondary students, mostly from Ontario, attend George Brown.

Deaf and hard-of-hearing students have equal opportunity for access to our full-time certificate and diploma programs. Deaf and hard-of-hearing students can ask for and receive educational support services to help them succeed in their studies at college. These services are free of charge. Phone (416) 867-2180 (voice) or (416) 864-0535 (TTY). If you are a deaf or hard-of-hearing student applying to George Brown College:

1. When you apply to George Brown, mail an extra copy of your application form to: Co-ordinator, Services for Deaf and Hard-of-Hearing Students, George Brown College, 200 King St. E., 5th Floor, Toronto, Ontario M5A 3W8.
2. One week after you have applied to George Brown, contact the chairperson or secretary of the program you have chosen.

   Call, through the Bell Relay Service, to George Brown College switchboard at (416) 867-2000 or 1-800-265-2002 (voice) and ask the operator for the chairperson of your program choice. Check with the chairperson or secretary about the requirements for the program. Ask the following questions:

   (1) Do I need an interview with the chairperson?
   (2) Do I need to take an admissions test?
   (3) What other requirements are there?
3. If you require an interview or a test with the department, and you need an interpreter, call (416) 867-2180 (voice) or 864-0535 (TTY) one week in advance.

   If the interview or test is cancelled for any reason, please inform the office.
4. When you are accepted by George Brown College, contact the co-ordinator or special services officer in Services for Deaf and Hard-of-Hearing Students at (416) 867-2180 (voice) or (416) 864-0535 (TTY).
5. If you are not accepted, the co-ordinator may be able to help you find other options such as the College Preparation Program for Deaf and Hard-of-Hearing Students.

VISITING THE COLLEGE

Deaf and hard-of-hearing students and/or their parents may come to the college for a personal interview or group tour. An appointment should be arranged in advance by calling (416) 867-2180 (voice) or (416) 864-0535 (TTY).

PROGRAMS AND SERVICES

To find out about programs such as College Preparation for Deaf and Hard-of-Hearing Students, College Orientation for Deaf and Hard-of-Hearing Students, and Deaf Futures, look in the section of this book called Access.

SUPPORT SERVICES

Services for deaf and hard-of-hearing students include: interpreting, notetaking, pre-teaching, tutoring, academic counselling and assistive devices.

HOUSING

George Brown College does not provide accommodation for students. However, a housing registry (with the names of families willing to rent to deaf and hard-of-hearing students at reasonable costs) is kept by the Services for the Deaf and Hard-of-Hearing Students Department.

For information, call (416) 867-2180 (voice) or (416) 864-0535 (TTY).

STUDENT RECORDS

Your academic record at George Brown College is permanent and will serve you for years to come as you continue your academic and employment ventures. It is therefore in every student's best interest to maintain an accurate student record with the college by following the established college practices.

The Registrar is responsible for the recording of student grades and academic standing submitted by the academic departments, the computation of grade points and grade point averages, the production of transcripts, and the granting of diplomas and certificates.

HOLDS ON STUDENT RECORDS

Student records may be held from release by the college for the non-payment of fees, failure to return college property, or any other outstanding issue not settled with the college. *Student records* includes transcripts, grade reports, certificates or diplomas, tax forms, letters of attendance, and other college-supplied documents.

TRANSCRIPT ENTRIES

Official Withdrawal

Students wishing to withdraw from the college must do so by filling out an official withdrawal form, available at any of the campus registration centres. The transcript entry will reflect the date the withdrawal form was submitted to the college by the student, and the student's academic status will show as "WITHDRAWN". The calculation of any possible refund is based on the date the withdrawal form was submitted to one of the registration centres.

Non-Attendance

Students who stop attending classes and do not officially withdraw will be reported as non-attenders by the academic departments. These students will receive grades of "F" on each course and will show an academic status of "FAILED" on their transcript. The deadlines for withdrawing from programs without academic penalty are published in the Post-Secondary/Continuing Education Academic Calendar of important dates listed in your student handbook. For more information, refer to the handbook or call the Registrar's office at (416) 944-4300.

Program Transfers and Registrations

Program transfers and registrations will be shown chronologically on the transcript record. No modifications can be made to the chronological history of a student's attendance at the college. In addition, transcripts may not "selectively" report only part of your academic history with the college.

Course Grades and Grading System

Course grades are recorded using letter values. The values of "A+" to "D-" are considered passing grades. Failures are denoted by the letter value "F".

If a course is failed, it must be redeemed by repeating the course, taking supplemental exams, requesting an appeal, or by conversion to a symbolic grade. At first, the failed course is included in the Grade Point Average calculations. If the course is repeated, the original failed grade will remain on the transcript, but it will not be used in the Grade Point Average calculations. The new grade will be recorded and included in the Grade Point Average. A course may be repeated a maximum of three times.

PERCENTAGE MARK	LETTER GRADE	GRADE POINTS
90-100	A+	4.3
85-89	A	4.0
80-84	A-	3.7
77-79	B+	3.3
73-76	B	3.0
70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
57-59	D+	1.3
53-56	D	1.0
50-52	D-	0.7
0-49	F	0.0

Honours Designation

A student will receive an honours designation by semester if the semester Grade Point Average is 3.5 or higher.

In Good Standing

A student is considered "in good standing" if all courses are passed and the semester Grade Point Averages are 1.5 or higher.

On Condition

A student is considered "on condition" if one or more courses are failed, or if the student has a semester Grade Point Average of 1.5 or less.

Graduation Requirements

A cumulative Grade Point Average of 2.0 is required for graduation. Students with a cumulative Grade Point Average of 3.5 or higher will be awarded graduation with honours. Students must not have any unredeemed failures, withdrawals, or other "not passed" designations on their record. A student owing fees or other debt to the college is not eligible to graduate, and no transcript or certificate will be issued.

Access to Student Records

Students may have access to their own files in the Registrar's office. A student may grant the college permission to release certain information from the files to a third party making such a request.

Student Appeals and Responsibilities

Complete policies on student appeal of grades are available from any academic department. Every student should make the effort to ensure that his or her student record file is up-to-date and accurate. Practices requiring the completion of special forms (such as withdrawal or transfer forms) or that require action by certain dates are especially crucial to ensure an accurate student academic record.

ACADEMIC DIVISION

Dean:
Ron Waldie

Chairpersons:
Anne MacKenzie,
English and Liberal Studies
(Casa Loma, Nightingale and Kensington Campuses)

Heinar Piller,
Performing Arts

Marsha Skolnik,
Language Training
(Kensington Campus)

To be annaunced
Mathematics and Science
(St. James Campus)

To be announced
English and Liberal Studies
(St. James Campus)

Students in George Brown's Academic Division vary from actors who make Shakespeare come alive on stage to new Canadians who learn their first words of English. The division includes one of Canada's largest English as a Second Language programs and houses a dynamic General Arts and Science program in which students explore a wide variety of subjects including social sciences, computer studies and humanities. For students who are interested in the Health Sciences, our department of Math & Science offers a Pre-Health program that provides them with a solid grounding for future studies in Nursing, Allied Health and other diploma programs (see the Health Sciences section of this book for more details). The division's Performing Arts Department includes a Theatre Arts program that, over the years, has proved to be a solid start for the careers of stage, television and screen actors. The Academic Division also provides communications, mathematics and general education courses in post-secondary and other programs across the college.

ENGLISH AS A SECOND LANGUAGE

GBC Code LT5400
Kensington Campus*
24 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

ABOUT THE PROGRAM:
The aim of this program is to provide adult newcomers to Canada with a level of fluency in English to allow them to obtain appropriate employment.

The program emphasizes oral performance. Literacy skills are developed to the degree relevant to the student's background and goal.

For more information, call the Kensington Registration Centre at (416) 867-2445 between 8 a.m. and 4:30 p.m.

LITERACY IN ENGLISH AS A SECOND LANGUAGE

GBC Code LT5420
Kensington Campus*
24 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Lack of literacy. Most applicants are referred through Canada Employment Centres to the college for assessment before being assigned to the program.

ABOUT THE PROGRAM:
This full-time program provides students who are functionally illiterate in their native language with a level of literacy and general language skill required to meet minimal survival and maintenance demands. Those with demonstrated ability could enter a regular EASL program at approximately Level 3.

NOTE:
The Canada Employment and Immigration Commission sometimes directly purchases seats in this program, reducing the number of seats open to fee-paying students.

For more information, call the Kensington Registration Centre at (416) 867-2445 between 8 a.m. and 4:30 p.m.

ENGLISH FOR SCIENCE AND HIGH TECHNOLOGY

GBC Code LT5410
Kensington Campus*
12 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. All applicants must pass an entrance test and have Grade 12 or degrees or professional certificates in science and technology from country of origin.

ABOUT THE PROGRAM:
This program provides students who have a reasonably good knowledge of general English with the opportunity to apply their knowledge to understanding written and spoken English in a scientific and technological context. This comprehensive program is the most advanced, and one of the most well established, in Canada.

NOTE:
The Canada Employment and Immigration Commission sometimes directly purchases seats in this program, reducing the number of seats open to fee-paying students.

COURSES	12 WEEKS
ENG582	Listening Comprehension
ENG583	Reading
ENG584	Writing
ENG585	Technicol and Professianal Communicotion Speaking

For more information, call Beth Legoult at (416) 867-2423 between 8:30 a.m. and 4:30 p.m.

* These progroms will be relocating to St. Jomes Campus.

ENGLISH AS A SECOND LANGUAGE — ADVANCED

GBC Code LT5430
Kensington Campus*
12 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. All applicants must pass an entrance test.

ABOUT THE PROGRAM:
This program was designed for academic purposes. It provides learners who have mastered basic language and survival skills with more sophisticated knowledge and communication skills. Graduates secure professional employment that utilizes previous training and experience in a variety of fields such as banking, clerical and business.

NOTE:
The Canada Employment and Immigration Commission sometimes directly purchases seats in this program, reducing the number of seats open to fee-paying students. Note

For more information, call the Kensington Registration Centre at (416) 867-2445 between 8 a.m. and 4:30 p.m.

LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)

GBC Code LT544
Kensington Campus*
24 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes

PREREQUISITES:
All applicants must be referred by the A-LINC (Assessment-Language Instruction for New Canadians) program available at some YMCA offices. Contact the A-LINC hotline at (416) 763-4775 for an appointment. Eligibility requirements are determined by the Canada Employment and Immigration Commission. This program is not open to fee-paying students. Canadian citizens are not eligible for LINC training.

ABOUT THE PROGRAM:
This program provides English language instruction to help newcomers to Canada to ease their social, cultural and economic integration into Canada. This program is sponsored by Canada Employment and Immigration Commission.

For more information, call the Kensington Registration Centre at (416) 867-2445 between 8 a.m. and 4:30 p.m.

* These programs will be relocating to St. James Campus.

GENERAL ARTS AND SCIENCE

GBC Code AS1000
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM:
This two-year program focuses primarily on communication skills, but includes a variety of optional and compulsory courses in philosophy, analytical thinking, science, human relations, mathematics, computers, media and culture, and Canadian Studies.

CAREER PROSPECTS:
There is increasing recognition from employers that communication skills, the ability to learn, adaptability, and a general academic preparation are as important if not more so than, skill training. The General Arts and Science graduate has excellent preparation for careers in business, especially with businesses conducting their own training programs. As well, there are opportunities for graduates in general clerical and sales positions. Some General Arts and Science students may transfer to another post-secondary program or may move on to university at the end of the first year, since exposure to a general education may change expectations and broaden horizons.

This program is also offered on a part-time basis. Course content is subject to change.

ADVANCED STANDING:
Students who take this program may qualify for some exemptions in other programs at George Brown and other colleges and universities.

SEMESTER 1	16 WEEKS
COMM107/120	College English
LIBS132	Being Human: Self, Society and Meaning
MATH195/196	Mathematics
SOC102	Mass Media and Culture
WORD119	Introduction to Word Processing
ONE OF:	
BIO117	Human Biology
SC129	Explorations in Science

SEMESTER 2	16 WEEKS
COMM124	Academic Writing and Options
HUMN141	Philosophy: Search for Meaning
HUMN142	Canada in the 20th Century
HUMN143	Issues in Contemporary Life
TWO ELECTIVES	

The electives come from those offered to post-secondary students at the St. James Campus

SEMESTER 3	16 WEEKS
COMM126	Business Writing and Options
COMM136	Job Search and Career Planning
ELS162	Introduction to Canadian Literature
SOC205	Introduction to Sociology
ANY TWO ELECTIVES	

Two electives may be chosen from another GBC program or from the general electives list

SEMESTER 4	16 WEEKS
ELS126	Speaking with Confidence
ONE OF:	
COMM202	Communications Project
HUMN203	Arts and Humanities Project
SC202	Natural Science Project
SOC200	Social Science Project

Any three electives may be chosen from another GBC program or from the general electives list.

For more information, call the Co-ordinator, Arts and Science, at (416) 867-2306 between 9 a.m. and 5 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

LABOUR MARKET LANGUAGE TRAINING I

GBC Code LT545
Kensington Campus*
12 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. Limited seats are available for fee-paying students. Applicants may be required to take an admissions test.

For more information, call the Kensington Registration Centre at (416) 867-2445 between 8 a.m. and 4:30 p.m.

ABOUT THE PROGRAM:
This program is designed to provide adult learners of English as a second language with a level of fluency to allow them to obtain entry level employment.

LABOUR MARKET LANGUAGE TRAINING II

GBC Code LT546
Kensington Campus*
12 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Most applicants are referred through Canada Employment centres. Limited seats are available for fee-paying students. Applicants must take an admissions test.

For more information, call the Kensington Registration Centre at (416) 867-2445 between 8 a.m. and 4:30 p.m.

ABOUT THE PROGRAM:
The goal of this program is to provide adult learners of English as a second language with a level of fluency to allow them to obtain entry level employment in the occupational clusters of business, hospitality, health care, and technology and trades.

LABOUR MARKET LANGUAGE TRAINING III

GBC Code LT547
Kensington Campus*
12 Weeks
Apply to GBC

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Most applicants are referred through Canada Employment Centres. Limited seats are available for fee-paying students. Applicants must take an admissions test.

For more information, call the Kensington Registration Centre at (416) 867-2445 between 8 a.m. and 4:30 p.m.

ABOUT THE PROGRAM:
The goal of this program is to provide adult learners of English as a second language with a level of fluency for entry into skills training programs or further studies.

* These programs will be relocating to St. James Campus.

THEATRE ARTS

GBC Code TH1050
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Interview and audition. Theatre arts and English courses are helpful.

ABOUT THE PROGRAM:
The George Brown Theatre School offers vigorously concentrated, career-oriented training in the fundamental skills, practicalities, traditions and professionalism needed for the performing arts. This program is well respected within the performing arts industry.

Students are taught by notable theatre artists and follow an integrated curriculum in which all subjects are directly related to the acting profession. The courses Acting I to V explore a wide range of acting styles such as classical, Elizabethan, Commedia del l'arte, Restoration, naturalism, absurdism, clowning, revue, cabaret and musical.

Enrolment is limited, ensuring personal attention to each student. Admission is competitive, based on the results of auditions and personal interviews conducted by the Artistic Director and members of the faculty.

CAREER PROSPECTS:
An ever-expanding international market creates a consistent demand for fresh faces and new talent in a range of educational, entertainment, and commercial activities. Students should be aware, however, that the field is extremely competitive.

SEMESTER 1	15 WEEKS
THEA100	Acting I
THEA102	Dance I
THEA103	Movement I
THEA107	Voice I
THEA106	Vocal Music I
THEA117	Theatre History I
THEA118	Stage Combat I
THEA119	Group Improvisation
THEA112	Speech I

SEMESTER 2	16 WEEKS
THEA101	Acting II
THEA120	Workshop Performance I
THEA115	Dance II
THEA123	Movement II
THEA122	Voice II
THEA113	Vocal Music II
THEA117	Theatre History I
THEA121	Contact Improvisation
THEA124	Speech II

SEMESTER 3	15 WEEKS
THEA200	Acting III
THEA220	Children's Ploy Performance
THEA203	Dance III
THEA223	Movement III
THEA201	Voice III
THEA216	Vocal Music III
THEA217	Theatre History II
THEA218	Stage Combat II
THEA207	Business of Acting
THEA219	Make-up
THEA221	Speech III
THEA222	Monologue Study

SEMESTER 4	16 WEEKS
THEA208	Acting IV
THEA202	TV & Film Technique
THEA212	Dance IV
THEA243	Movement IV
THEA224	Voice IV
THEA226	Vocal Music IV
THEA217	Theatre History II
THEA207	Business of Acting
THEA219	Make-up
THEA227	Monologue Study
THEA228	Workshop Performance II
THEA205	Radio Technique
THEA225	Speech IV

SEMESTER 5	15 WEEKS
THEA300	Acting V
THEA301	Showcase Performance I
THEA304	Dance V
THEA303	Movement V
THEA302	Voice V
THEA306	Vocal Music V
THEA108	Costume History
THEA307	Speech V

SEMESTER 6	16 WEEKS
THEA314	Dance VI
THEA310	Showcase Performance II
THEA323	Movement VI
THEA308	Voice VI
THEA316	Vocal Music VI
THEA108	Costume History
THEA309	Speech VI

For more information, call Larry LaForet at (416) 867-2167 between 8:30 a.m. and 4:00 p.m.

ACCESS DIVISION

Dean:
Terry Dance

Chairpersons:
Al Budzin,
Academic Skills Development

Jo Lee,
Community Outreach

Joan McKay,
Career Development

Cathy Smith,
Educational Access Services

Barbara Taylor,
Training and Employment Services

Many people who aren't "typical" college students enrol at George Brown. Their career or family responsibilities prevent them from taking full-time programs, or they don't qualify academically. Some people face cultural or language or age barriers, and some people have disabilities. George Brown's Access Division responds to the needs of all these people with specially designed services and full- or part-time programs. Access programs and services bridge the gap between barriers and opportunities. They prepare people in transition for life-long learning through the development of basic generic skills — at work, in the community, at an educational institution, and at home. Access programs are geared towards helping people qualify for career-related college programs or better jobs. The Career Development Centre offers a comprehensive assessment service to help people choose the right career. The division has particular expertise in developing co-operative, community-based programming, as well as programs for senior citizens, unemployed adults, and disadvantaged youth. The division also includes programs and a wide range of support services for deaf and hard-of-hearing students at George Brown.

As a centre for life-long learning, George Brown College is committed to helping students of all ages learn at their own pace, on campus or in the community. To provide access to the college, especially for non-traditional learners, a wide variety of preparatory and bridging programs are offered including:

CAREER DEVELOPMENT CENTRE:
The centre offers an in-depth testing and career exploration service including interest, personality, aptitude and skills assessment. See page 13 for details.

THE CAREER EQUITY FOR YOUTH PROJECT:
The project, co-sponsored by the college and the Toronto Board of Education, has developed an anti-racist training kit for guidance, career, and vocational counsellors. Call OISE at (416) 502-1262 for more information.

COLLEGE START:
College Start helps students and adults to prepare for college programs. See page 28 for details.

COMPUTER SKILLS FOR THE NINETIES:
A 20-week full-time program sponsored by the Toronto South Canada Employment management area, for clients on unemployment insurance or social assistance who require basic and intermediate skills in Lotus 1-2-3, WordPerfect 5.1, and MS-DOS. A six week placement with an employer is included in the program. For more information call (416) 601-5100.

ECONOMIC TRANSITIONS CENTRE:
The Training and Employment Services Department provides services, courses and workshops which help people to deal with the changing nature of work in our society through the Economic Transitions Centre. The centre will offer two Continuing Education courses in September 1993 and a series of workshops dealing with the changing nature of work during the fall and winter of 1993/1994. For more information call (416) 601-5100.

FORMATION DE BASE DE L'ONTARIO (F.B.O.):
Literacy, numeracy, and computer literacy, as well as career planning and life skills, are offered in French to native French speakers. This program is for those who wish to upgrade their skills in order to enhance their employment possibilities or to prepare for further skills training. Childcare and transportation allowances are available for qualified students. This program is tuition-free. For more information, call (416) 867-2206.

FUTURES:
A Ministry of Education program designed to give people between the ages of 15 and 24 an opportunity to gain the training and experience they need to become employable. Futures also offers counselling services and academic upgrading to help disadvantaged young people develop the skills they need to find and keep a job. Trainees are hired by training employers or find work in a related field as a direct result of their training experience. Call (416) 867-2220 for more information.

INTRODUCTION TO COLLEGE FOR STUDENTS WITH LEARNING DISABILITIES:
This three-day program for students with learning disabilities (Grade 11 or 12) introduces students to the realities and expectations of college life. Held in late spring, the program includes an introduction to the college, its campuses and its services, introduction to computers, a college-level lecture, study skills and self-advocacy workshops. For more information call the Special Needs Office at (416) 867-2622.

JOB FINDING CLUBS:
Sponsored by the Toronto South Canada Employment management area, for clients on unemployment insurance who require assistance in preparing and conducting a job search. This is a three-week, full-time program. For more information, call (416) 601-5140.

JOBS ONTARIO:
A joint project of the four Metro colleges, this provincially funded program is designed to provide jobs for unemployment insurance exhaustees and social assistance recipients with private sector employers. College staff work with the employers and new employees to develop training plans and to monitor training. For more information, call (416) 601-5121.

NATIVE PROGRAMS UNIT:
This initiative aims at facilitating access to college programs and services for Native people. Call (416) 956-7350 for more information.

ONTARIO BASIC SKILLS (OBS):
A program designed to give adults the opportunity to upgrade basic literacy and numeracy skills, learn job search skills and become computer literate in order to prepare for employment or further skills training. OBS also offers counselling services and childcare and transportation allowances for qualified students. Sponsored by the Ontario Ministry of Education and Training, the program is tuition-free. Call (416) 956-7330 for more information.

PLANNING FOR EMPLOYMENT:
A program designed to assist clients of Metro Community and Social Services in preparing for direct entry to the workplace or for skills training. The basic program is four weeks long and includes vocational testing and assessment, career counselling and life skills. There is also an eight-week option that includes an orientation to the hospitality industry. For more information, call (416) 601-5100.

THE SCHOOL OF LABOUR:
A joint project of George Brown College and the Labour Council of Metro Toronto and York Region, the School of Labour links the programs and services of the college with unions and workers, and establishes joint training programs with the trade union movement. The School of Labour co-sponsors educational activities for college staff and students about the labour movement, holds an annual Labour Fair and promotes worker-centered training and education. Call Maureen Hynes, Co-ordinator, (416) 956-7360 for more information.

THE SENIORS' ACCESS INSTITUTE:
The Institute sponsors a variety of daytime courses for older adults in the community and on campus; an annual summer Elderhostel for seniors across North America; an active George Brown College Seniors' Association; the Lifelong Literary Council with trained tutors available throughout the community; and senior volunteers who work in college programs and services. Call (416) 956-7365 for more information.

WOMEN'S ACCESS TO APPRENTICESHIP:
The co-ordinator provides information to women on how to access training for skilled trades, and helps women find apprenticeship positions with employers/unions. The co-ordinator also provides a support system to the women to help facilitate their success. For more information, call (416) 956-7366.

COMMUNITY-BASED TRAINING:
More than 35 community-based training projects across the city are affiliated with George Brown through its Community Outreach Department. Students with special needs, women, trade-unionists, Native people, the unemployed and people of diverse racial and cultural groups can learn in a variety of settings and receive college credits. For more information, please contact the agencies directly.

Community-based training partners include:

- **Alexandra Park Learning Centre,** Basic Literacy, (416) 591-7384
- **Alternative Computer Training for the Disabled (ACT),** Microcomputers, (416) 488-4076
- **Canadian National Institute for the Blind (CNIB),** Business Office Skills and Microcomputers, (416) 480-7025
- **The Centre for Advancement in Work and Living and The First Printing School,** Microcomputers and Offset Printing, (416) 231-2295/252-2988
- **The Chinese Information and Community Services and Sing Tao Newspaper,** Chinese Translation courses, (416) 598-2022
- **Dixon Hall,** Secretarial Training and Employment (STEP), (416) 864-1511
- **East End Literacy,** Basic Literacy, (416) 968-6989
- **Goodwill Industries of Toronto,** Microcomputers, (416) 362-4711
- **Immigrant Women's Job Placement Centre,** Computer Aided Design and Drafting (CADD), (416) 488-0084
- **Jewish Vocational Service of Metropolitan Toronto,** Microcomputers, (416) 787-1151
- **The Metro Labour Education Centre,** Basic Literacy and Numeracy, English in the Workplace, Labour Studies, and Labour Adjustment Programs, (416) 345-9312
- **Metro Toronto Housing Authority,** Upgrading (416) 969-6166
- **The Native Canadian Centre,** Aboriginal Employment Counselling and Career Planning, (416) 964-9087
- **The Native Skills Centre,** Microcomputers and Office Management and Administration, (416) 581-1392
- **The Ontario March of Dimes,** Toronto and Thunder Bay, Microcomputers, (416) 445-0149; (807) 473-8448
- **Parkdale Project Read,** Basic Literacy, (416) 531-6308
- **St. Christopher House,** Basic Literacy, (416) 539-9000
- **Toronto Alfa Centre,** Basic Literacy, (416) 652-3652
- **Woodgreen Community Centre of Toronto,** Computer Aided Design and Drafting (CADD), (416) 469-5211
- **The Young Women's Christian Association (YWCA),** Bridging and Upgrading, (416) 961-8100

For more information, call (416) 956-7355.

LABOUR PROGRAMS:
More than 600 trade-unionists enrol annually in a Labour Studies Certificate program, offered in union halls and centres across the city and accredited by the college. Several hundred more participate in English in the Workplace, Adult Basic Education, and Labour Adjustment programs delivered by the Metro Labour Education Centre. The Community Outreach Department offers curriculum and program development assistance, conducts program evaluation jointly with the centre, and ensures college certification of all graduates.

Call (416) 345-9312 for more information.

COLLEGE ORIENTATION FOR DEAF AND HARD-OF-HEARING STUDENTS

GBC Code HS504
St. James Campus
1 Week
Apply to GBC

Starting: August

PREREQUISITES:
Acceptance into any full-time college program.

For more information, call Len Charbonneau at (416) 867-2065 (voice) or (416) 864-0535 (TTY).

ABOUT THE PROGRAM:
The College Orientation week starts in late August and is designed to help deaf and hard-of-hearing students become familiar with George Brown College and Metro Toronto. Students will be given an in-depth orientation to services provided by Services for Deaf and Hard-of-Hearing Students and encouraged to think about the services they may require once they are in their program. Students will also learn how to function in a mainstream college environment.

DEAF FUTURES

GBC Code HS510
St. James Campus
40 Weeks
Apply to GBC

Starting: February, December
Certification: Certificate
Summer classes

PREREQUISITES:
Interview and admissions test. To apply, call Deaf Futures directly and make an appointment. Deaf and hard-of-hearing students must have a Grade 10 academic standing, plus competency in American Sign Language, reading comprehension at a Grade 5 level and a mathematics level of Grade 8. Applicants are referred to the program by the Bank of Montreal's employment equity officers, George Brown College, the Canadian Hearing Society, Canada Employment Centres, Vocational Rehabilitation Services, the Ontario and Toronto Associations of the Deaf, and other companies involved in the program.

ABOUT THE PROGRAM:
Deaf Futures is a unique learning program designed to prepare Deaf and hard-of-hearing students for entry-level positions in the hearing workforce, as well as filling a business goal to hire more people with physical disabilities. Designed for adults who are unemployed, not job-ready, and currently unable to find work in the hearing workforce, Deaf Futures is one-third academic upgrading in English and math, one-third job preparation and professional development skills, and one-third office computer skills. The program begins with a 14-week common training period followed by two work placements (one lasting six weeks and the other for eight weeks) and off-site training that alternate locations between the college and the premises of a workplace training host. All classes are offered in American Sign Language (ASL). The program was developed and is jointly sponsored by Employment and Immigration Canada, the Bank of Montreal and the George Brown College Foundation.

This program is unique in Ontario.

COURSES

HST536	English
HST540	Professional Development Skills
HST542	Job Skills
HST550	Intro to Lotus 1-2-3
HST548	Intro to dBase IV
HST552	Intro to Computer Skills Upgrading I
HST554	Intro to Computer Skills Upgrading II
HST538	Intro to Mathematics
HST556	Work Placement I
HST558	Work Placement II
HST544	Intro to Computers
HST546	Intro to WordPerfect 5.1

For more information, call Henry Whalen in Deaf Futures at (416) 956-7320 (voice) or (416) 956-7321 (TTY).

COLLEGE PREPARATION PROGRAM FOR DEAF AND HARD-OF-HEARING STUDENTS

GBC Code HS501
St. James Campus
34 Weeks
Apply to GBC

Starting: September
No summer classes

George Brown College is a leader in education and educational services for deaf and hard-of-hearing people. This is the only program of its kind in Canada, with all courses taught in American Sign Language (ASL). The program is for those deaf and hard-of-hearing students who are unsure as to what program they would like to enter and/or are not academically ready for college-level courses. The program is 34 weeks long and offers upgrading courses in English, mathematics, ASL and deaf studies. There is a course on life skills as well as career exploration. All of these courses are specially geared to the needs and interests of deaf and hard-of-hearing students.

This program is unique in Canada.

ADVANCED STANDING:
Five courses (15 credits) from this program are transferable as 12 credits to the National Technical Institute for the Deaf in Rochester, N.Y.

SEMESTER 1 — 16 WEEKS

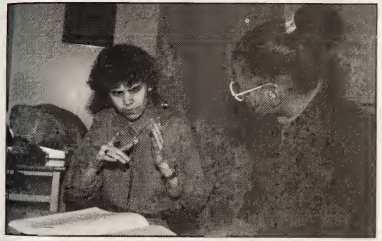
HST518	ASL to English I
HST519	Math I
HST524	Deaf Studies I
HST522	Career Planning
HST560	American Sign Language
HST529	Introduction to Micro Computers

SEMESTER 2 — 18 WEEKS

HST526	ASL to English II
HST527	Math II
HST530	Deaf Studies II
HST560	American Sign Language
HST523	Introduction to Psychology

In Semester II students will also choose one elective from mainstream program offerings.

For further information, call (416) 864-0535 (TTY) or (416) 867-2065.



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see inside back cover

ACADEMIC UPGRADING 1, 2, 3, AND 4

GBC Code AS5450
St. James Campus
3 Semesters
Apply to GBC

Starting: Continuous intake
Summer classes may be offered

PREREQUISITES:
Admissions test.

ABOUT THE PROGRAM:
The Upgrading program is designed for adults who wish to upgrade for entrance to skill training programs or to College Start (AS555), which prepares candidates for post-secondary programs. Candidates are admitted on a semestered or continuous intake basis. After an assessment, students in upgrading are placed in an appropriate individualized program consisting of one or more of the following courses.

COURSES
Students will choose one to five courses.

MATH519, 529, 531, 513, 523	Mathematics
ENG529, 534, 513, 523	English
SCS30	Science
BIO513	Biology
CHEM513, 523	Chemistry
PHY513, 523	Physics

For more information, call the Academic Skills Department at (416) 956-7330 between 9 a.m. and 4 p.m.

COLLEGE START
(BUSINESS, TECHNOLOGY, FASHION, HOSPITALITY, HEALTH AND COMMUNITY SERVICES)

GBC Code AS555
St. James Campus
2 Semesters (17-19 weeks)
Apply to GBC

Starting: September, January, February
Summer classes may be offered

PREREQUISITES:
Upgrading Level 2 or Grade 8 equivalent for College Start Level 3 programs. Upgrading Level 3 or Grade 10 equivalent for College Start Level 4 programs. Admissions test.

ABOUT THE PROGRAM:
College Start helps to prepare students and adults for college programs. It gives them upgrading that is directly related to other college program requirements for a variety of post-secondary or skills programs. College Start programs include preparation for careers in business, technology, fashion, hospitality, health and community services. This program emphasizes career-specific upgrading in English, mathematics, and science. In addition, each College Start program also offers modules in computer literacy, study skills, and career planning. Students also have the opportunity to audit courses in the area of their choice through the college to ensure that successful graduates are guaranteed admission into a college-level program at George Brown College — according to the guidelines of the Registrar. College Start also offers a semestered entry-level *basic* upgrading program as well as a semestered program specifically designed for the needs of international students.

COURSES	17-19 WEEKS
ENG523	English
SCS30	Science
MATH523	Mathematics
BIO513	Biology
ENG513	English
CHEM513, 523	Chemistry
MATH513	Mathematics
PHY513, 523	Physics
CMPU598	Introduction to Microcomputers

For more information, call the Academic Skills Department at (416) 956-7330 between 9 a.m. and 4 p.m.

VOCATIONAL ORIENTATION

GBC Code AP57801
St. James Campus
9 Weeks
Apply to GBC

Starting: August, October, November, January
No summer classes

PREREQUISITES:
Interview. Applicants must have completed Grade 10 at the general level or above or have mature student status (see page 7). Grade 10 English is recommended.

ABOUT THE PROGRAM:
Through a combination of vocational testing, individual and group career counselling and placements, this program assists adults who are vocationally confused. Students alternate between class work and program placements at George Brown and other Toronto area colleges and non-college programs.

The program includes a variety of career planning and life skills classes designed to increase students' self-awareness and self-confidence; develop their career decision-making skills and ability to research potential job markets and course options; and learn job-search skills. An English and math review is included.

Graduates enter a wide variety of college programs or move directly into employment in their chosen career.

NOTE:
From time to time, the Canada Employment and Immigration Commission directly purchases seats in this program, reducing the number of seats open to fee-paying students.

COURSES	9 WEEKS
IPO500	Group Vocational Exploration and Assessment
IPO501	Life Skills
IPO502	Academic Preparation — English
IPO503	Individual Vocational Research and Assessment
IPO504	Vocational and Personal Counselling
IPO505	Academic Preparation — Mathematics

For more information, call Greg Morrow at (416) 867-2193 between 9 a.m. and 4 p.m.

CAREER CHANGE

GBC Code AP555
St. James Campus
12 Weeks
Apply to GBC

Starting: September, January
Certification: Certificate
No summer classes

PREREQUISITES:
Interview. Applicants must be 45 years of age, receiving Unemployment Insurance, and be referred directly by a Canada Employment counsellor.

ABOUT THE PROGRAM:
The program assists mid-life adults who have experienced job displacement to relocate in the job market. Unemployed, mature workers may take this federally-sponsored 12-week program. They will participate in individual career counselling, small group support, career research and exploration, a career speakers series highlighting employer participation, effective resume and interview preparation, and a work placement. Further skill training is usually not involved.

CAREER PROSPECTS:
Career opportunities will relate directly to the skill levels of the participants. The emphasis of the program is on preparation for direct entry to employment.

COURSES	12 WEEKS
CC500	Support Group
CC501	Vocational Exploration
CC502	Job Search Techniques
CC503	Community Resources

For more information, call Barbara Simmons at (416) 867-2627 between 9 a.m. and 4 p.m.

COLLEGE VOCATIONAL PROGRAM

GBC Code CR1000
St. James Campus
32 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITE:
Ontario Secondary School Diploma with the majority of credits at the basic level, or mature student status (see page 7). Applicants require a pre-admission interview.

ABOUT THE PROGRAM:
This program is designed to meet the unique educational and vocational needs of people who would not normally consider or qualify for entry into a traditional post-secondary program. It is an individualized, supportive program to help bridge the gap for students who have graduated from high school and who are having difficulty finding appropriate and meaningful work. It will offer extensive vocational assessment through hands-on experiences in the vocational assessment laboratory. In addition, students participate in career planning, communication and life skills training, and work experience placements in the field of their choice. Students utilize the computer lab for upgrading, keyboarding skills and the preparation of resumes and covering letters. Students enrolled in this program are eligible for loans and grants.

CAREER PROSPECTS:
Graduates can expect improved career prospects in the field of their choice.

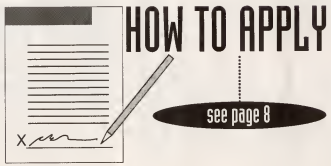
SEMESTER 1 16 WEEKS

CD1000	Life Skills I
CD1020	Communications Skills I
CD1040	Mathematics Skills I
CD1060	Fitness I
CD1080	Vocational Skills/Assessment I

SEMESTER 2 16 WEEKS

CD1010	Life Skills II
CD1030	Communications Skills II
CD1050	Mathematics Skills II
CD1070	Fitness II
CD1090	Vocational Skills/ Work Placements II

For more information, call Amber Striebel at (416) 867-2503 between 9 a.m. and 4 p.m.



CAREER AND WORK COUNSELLING

GBC Code CA1010
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September 1993
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 math and English. Applicants must submit a letter of personal goals and intent, provide references, and attend a structured interview.

BACKGROUND:
This program is suitable for people working in career counselling or a related field, people who wish to make a career change, and high school graduates. Courses in sociology, psychology and computers would be helpful.

ABOUT THE PROGRAM:
People who want to work in the field of career counselling — or people who are already working in a related field but lack the appropriate education — will be interested in this program. Students are exposed to both individual and group career counselling theory and practice and they are prepared for a variety of employment settings from corporate career services to community agencies.

Through a combination of theory and supervised placements, students learn how to deliver career counselling services that are professional, informed, and current. A career and work counsellor advises and counsels others on the topics of career planning, career change, career revision, or school-to-work transition which could be a result of injury, illness, inappropriate career choice, or job loss. Other topics covered include job search preparation, stress management, career management, human rights legislation, and leisure-time planning. People who work in this field must be informed about current educational and occupational trends, make appropriate referrals, and utilize vocational assessment tools.

The career-work focus of this program reflects the rapidly changing field of career counselling and addresses the special, diverse requirements of the community in Metro Toronto and vicinity. The curriculum was specifically designed and written by several renowned career counselling specialists from industry and from George Brown College who shared in all aspects of program development.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates may find work as a career counsellor, career assistant, worker rehabilitation assistant, corporate career planner, job search facilitator, employment counsellor, vocational assessor, career specialist, or career information service provider.

SEMESTER 1 17 WEEKS
Communications 120
Overview: Career and Work Counselling
Work and Life: A Career Counselling Perspective
Individual Career Counselling: Skills and Process Part I
Stages of Adult Development: A Career Counselling Perspective
Career Development Theory — Part 1
Practicum Preparation
Electives: Introduction to Psychology or Introduction to Microcomputers

SEMESTER 2 17 WEEKS
Assessment in Career Counselling: Statistics and Tests
Career Development Theory — Part 2
Individual Career Counselling Skills and Process — Part 2
Resources in the Field (Career Information Systems)
Career and Work Counselling with Diverse Populations
Field Integration
Practicum: 2 days per week

SEMESTER 3 17 WEEKS
Group Career Counselling
Theory and Practice of Job Search
Career and Work Equity Issues
Managing Transition and Change: A Career Counselling Perspective
Assessment in Career Counselling and Placement: Tests, Interpretation and Placement
Field Integration
Practicum: 2 days per week

SEMESTER 4 17 WEEKS
Special Topics (e.g., Creative Career Planning Techniques)
Theory and Practice of Job Search with Special Needs Populations
Field Integration: Individual
Field Integration: Group
Group Career Practicum: 1 day per week
General Practicum: 2 days per week

For more information, call the Career Development Centre at (416) 867-2207 between 8:30 a.m. and 4:30 p.m.

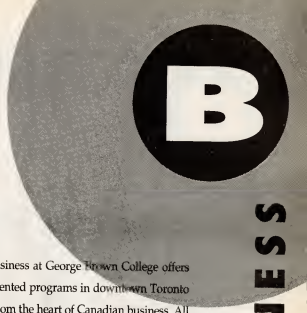
SCHOOL OF BUSINESS

Dean:
James Ross

Chairpersons:
Anne Carr,
Business Administration

Pearl Hazen,
Office Administration

Yvonne Snider,
Continuing Education



The School of Business at George Brown College offers an array of career-oriented programs in downtown Toronto — just blocks away from the heart of Canadian business. All School of Business programs have been developed in partnership with active advisory committees and professional associations from Toronto's business community.

To be assured of success in a School of Business program, applicants need a good background in communications and mathematics. The academic prerequisite for most business programs is an Ontario Secondary School Diploma (at or above the general level, with Grade 12 mathematics and English). Mature applicants who lack the academic prerequisities may be admitted on the basis of equivalent proficiency in English and mathematics. (See page 7.)

At the beginning of each semester, students are assessed in English and mathematics to identify those needing remediation.

Secondary school graduates with advanced standing, such as OACs, may be eligible for credits in some School of Business programs. Mature students may be eligible for credits based on work experience related to their program. Graduates of School of Business programs may apply credits towards selected degree programs at York University and Ryerson. In addition, professional associations also recognize college credits for advanced standing in their programs. For more information, call the School of Business at (416) 867-2135.

BUSINESS ADMINISTRATION PROGRAMS

COMMON FIRST SEMESTER

George Brown's School of Business offers a cluster of two- and three-year Business Administration programs with a common first semester. This allows a student to take a variety of business courses in the first semester and then choose an area of specialty.

Common courses are: accounting; information systems; marketing; distribution management; language and communication; and business mathematics.

TWO-YEAR DIPLOMA PROGRAMS	THREE-YEAR DIPLOMA PROGRAMS	ONE-YEAR POST-DIPLOMA PROGRAMS
Accounting	Accounting	Sports Marketing
Business — General	Marketing	International Trade
Information Systems		
Marketing		
Distribution Management		
Property Management		
Small Business Management		

Graduates of the two-year Accounting or Marketing programs may be admitted directly into the third year of the corresponding three-year program if they satisfy academic requirements. Three-year programs confer a broad view of the business organization as a whole.

POST-DIPLOMA STUDIES

Graduates of diploma programs in George Brown's School of Business may qualify for advanced standing or exemptions with professional associations and universities. Program co-ordinators will supply more information.

In all Business Administration programs, students select elective courses as specified in the program outlines on the following pages. In each semester some of the following electives are offered:

EC107	Introduction to Economics
ACC102	Accounting for Decision Making
ACC225	Management Accounting
BUS116	Travel Planning I
BUS121	Women in Business
BUS133	Microcomputers in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
ELS164	Reading Effectively
FR100	Conversational French
FR101	Conversational French — Intermediate
FR102	Conversational French — Advanced
LAW200	Commercial Law
MATH125	Mathematics of Merchandising
MATH214	Statistics I
MATH253	Optimization
MATH255	Quantitative Methods I
MATH267	Quantitative Methods II
PD103	Warehousing Management
PD105	Inventory Control I
PD204	Industrial Purchasing
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
SBM166	Small Business Management
SOC126	Political Sociology
SOC206	Sociology of Women
BUS282	Business Ethics
MARK109	Sports Marketing
ELS124	Science Fiction
COMM113	Peer Learning
HUMN144	World Religions

NOTE: Students enrolled in a major — for example, marketing — may not choose an elective in marketing. If clarification is required on the appropriate choice of elective, students should see their program co-ordinator.

BUSINESS — ACCOUNTING

B

BUSINESS

GBC Code BU1091
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:

The courses included in this program provide a valuable preparation for students interested in accounting occupations in business and industry. They also offer preparatory training for students interested in continuing their studies to receive a professional accounting designation. Subject credits are granted by the Certified General Accountants of Ontario and some universities in specified courses where content and standards are considered equivalent.

CAREER PROSPECTS:

Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Accounting firms tend to prefer graduates with leadership potential, self-confidence, comprehensive accounting skills and the ability to communicate effectively. The new graduate may obtain employment in a training program that will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, cost accounting, etc.

Graduates may also be employed in positions less concerned with accounting, but where their specialized training assists them in solving the many problems they will encounter in the other operational functions of business. The federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

ADVANCED STANDING:

Students who successfully complete this program may enter directly into the third year (semester 5) of the Business Administration — Accounting (BU1096) program. They may also be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
ACC117	Introduction to Accounting II
MATH115	Mathematics of Finance II
ELECT000	Elective
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
ACC200	Financial Accounting I
ACC202	Cost Accounting I
ACC220	Management Information Systems I
ELECT000	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
ELECT000	Elective

SEMESTERS 5 AND 6 (THIRD YEAR OPTION)

See the Business Administration Accounting (BU1096) program.

For more information, call (416) 867-2145 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

ACCOUNTING

GBC Code BU2000
St. James Campus
52 Weeks (continuous)
Apply to OCAS

Starting: Various start dates
Certification: Diploma
Summer classes

NOTE:
This is a continuous 52-week program. The content of major subjects is identical to Business — Accounting; however, students complete the program in one year. Start dates vary because the availability of this program is related to government sponsorship. Some fee-paying students are accepted along with government-sponsored students.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This 52-week program enables students to analyse and systematically record business transactions and events of a financial nature, and to record, summarize, report and interpret the results. Also, it offers preparatory training for those interested in pursuing a professional accounting designation with the C.G.A. (Certified General Accountants of Ontario).

CAREER PROSPECTS:
Graduates find immediate employment in banking, with public accounting firms, in middle management capacities with large and small retail and wholesale businesses, or as cost analysts with manufacturers. The federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

ADVANCED STANDING:
Graduates may be admitted to the third year of Business Administration — Accounting (BU1096) if specified academic requirements have been satisfied. (See program co-ordinator for details.) Graduates of this program (BU2000) may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1	12 WEEKS
MATH114	Business Mathematics
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	14 WEEKS
MATH115	Business Mathematics
LIBS702	Being Human: Self, Society and Meaning
ACC117	Introduction to Accounting II
LAW200	Commercial Law
COMM126	Business Writing and Option

SEMESTER 3	12 WEEKS
ACC200	Financial Accounting I
ACC202	Cost Accounting I
ACC220	Management Information Systems I
MATH214	Statistics I
COMM131	Report Writing and Option

SEMESTER 4	14 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
BUS282	Business Ethics

For more information, call (416) 867-2145 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

BUSINESS ADMINISTRATION — ACCOUNTING

GBC Code BU1096
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

Graduates of Business — Accounting (BU1091 and BU2000) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM:
Specialized accounting training is balanced with courses designed to provide students with managerial skills so that upon graduation they may move into supervisory positions. This program is recommended primarily for those who wish to specialize in accounting or who expect to make extensive use of accounting in their careers. In addition to learning manual systems, students are trained in the use of microcomputers and evaluate a variety of software applications throughout the program. This comprises 20 per cent of classroom time during the third year.

Accounting graduates may obtain advanced standing in the C.G.A. (Certified General Accountants) program and with universities.

CAREER PROSPECTS:
Graduates find employment in supervisory accounting positions and apply their training and skills in areas such as financial accounting, auditing, financial analysis, and management accounting. Many are employed by public accounting firms or by government. Some provide accounting services to small businesses on an entrepreneurial basis.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to seven credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
ACC117	Introduction to Accounting II
ELECT120	Communications
MATH115	Business Mathematics
LIBS132	Being Human: Self, Society and Meaning
ELECT000	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
ACC200	Financial Accounting I
ACC220	Management Information Systems I
ACC202	Cost Accounting I
ELECT000	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
ELECT000	Elective

SEMESTER 5	15 WEEKS
BUS320	Organizational Behaviour Theory
BUS321A	Financial Management
BUS326A	Faculty Directed Research I
ACC300	Management Accounting
ACC302	Internal Auditing
ACC306	Advanced Accounting I

SEMESTER 6	16 WEEKS
BUS334	Managing Organizational Behaviour
BUS324	Canadian Business Policy and Strategy
BUS327A	Faculty Directed Research II
ACC301	Taxation
ACC303A	Finance
ACC307	Advanced Accounting II

For more information, call (416) 867-2145 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

BUSINESS — DISTRIBUTION MANAGEMENT

GBC Code BU1095
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
The distribution system is an essential element in satisfying customer needs. It must be designed to ensure that raw materials, supplies, parts, and products are available in the right place at the right time in satisfactory condition. The growth of international trade and the maturing of markets in industrial countries have led to the growing importance of customer service as a key element of competitive strategy. Distribution management includes the technical, organizational, and managerial aspects of customer service, transportation, warehousing, inventory, purchasing, packaging, materials handling, and international trade. It relies heavily on the use of computers and communications.

CAREER PROSPECTS:
Career opportunities lie in various economic sectors, such as resources, manufacturing, wholesaling, retailing, government operations, and distribution services. Graduates should look forward to supervisory and managerial positions in: materials management, inventory control, warehousing, packaging, purchasing, transportation, international traffic and other disciplines pertaining to distribution management.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

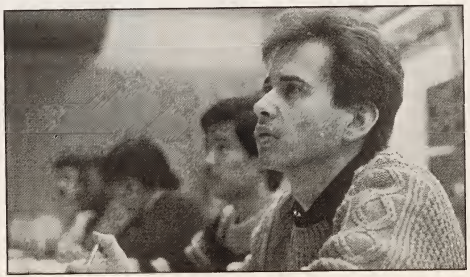
SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
MATH214	Statistics I
PD103	Warehousing Management
PD204	Industrial Purchasing
ELECT000	Elective
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
PD202	Distribution Management Systems — Management I
PD203	Traffic and Transportation Management I
PD105	Inventory Control I
ELECT000	Elective
LAW104	Distribution Management Law
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
PD205	Distribution Management Systems — Management II
PD206	Inventory Control II
PD207	Traffic and Transportation Management II
PD208	Import/Export Procedures
PD209	International Trade
ELECT000	Elective

For more information, call Clive Cannan at (416) 867-2140 between 8 a.m. and 4:30 p.m. or the School of Business at (416) 867-2135.



BUSINESS (GENERAL)

GBC Code BU1094
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program is designed for students who prefer to develop skills in a variety of business disciplines. The program includes practical, job-related business studies from the fields of accounting, computer applications, customer relations, purchasing, inventory control and general management. Students who discover a particular interest and aptitude for specialized studies may transfer, after first semester, to Accounting, Information Systems, Marketing or Distribution Management.

CAREER PROSPECTS:
Some of the employers who hire General Business graduates are small businesses who need employees with the flexibility to handle a variety of responsibilities. Other employers have unique job requirements — they have to provide specialized training but they prefer to hire business graduates who have shown that they have the interest and maturity to succeed. With experience an ambitious and capable graduate should move into a supervisory or management position.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
MARK101	The Sales Aspect of Marketing
MATH214	Statistics I
PD204	Industrial Purchasing
ACC102	Accounting for Decision Making
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
ACC225	Management Accounting
MAN200	General Management I
MATH125	Mathematics of Merchandising
PD105	Inventory Control
ELECT000	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
BUS140	Microcomputer Applications
SBM166	Small Business Management
MAN203	General Management II
MARK204	Public Relations & Publicity
PD209	International Trade
ELECT000	Elective

For more information, call Clive Cannan at (416) 867-2140 between 8 a.m. and 4:30 p.m. or the School of Business at (416) 867-2135.

NEED SOME CAREER ADVICE?
see page 3

BUSINESS — INFORMATION SYSTEMS

GBC Code BU1092
St. James Campus
2 Years (4 semesters)
OCAS Apply to OCAS

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7) with Grade 12 English and mathematics.

ABOUT THE PROGRAM:
Job opportunities for two-year graduates are usually at the level of trainee. Advancement to more senior levels in application development, support or programming usually occurs after suitable experience. Additional institutional training is likely to be needed for advancement to systems analysis.

CAREER PROSPECTS:
Application Development — Develop computer-based systems to generate information for managers in all parts of the company.

End-User Support — Work with users of information, helping them to understand and use computer-based information systems.

Programming — Write computer programs to solve problems related to management of information in business.

Computer Operation — Working from a schedule of jobs to be run, monitor the operation of computer systems and follow written instructions for dealing with exceptional conditions.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
IS101	COBOL I
IS103	Programming I
IS104	Management Information Systems (MIS)
MATH116	Mathematics for EDP
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
IS200	COBOL II
IS205	Database Concepts
IS210	Systems Analysis and Design
MATH214	Statistics I
ELECT000	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
ELECT000	Elective
ELECT000	Elective
IS204	Advanced Programming
IS208	Advanced EDP Topics
IS216	Networks — Operating Systems
IS206	Programming in C

For more information, call Chris Marinis at (416) 867-2144 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

BUSINESS — MARKETING

GBC Code BU1093
St. James Campus
2 Years (4 semesters)
OCAS Apply to OCAS

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
The Marketing program is highly concentrated in marketing subjects to prepare the student for a career in the field of marketing management, industrial sales, advertising, marketing research or retailing.

The program makes extensive use of case studies, business projects, written reports, video-taped presentations, computerized business simulations and various computer applications that aid in analysis and decision making.

Students are encouraged to participate in the Marketing Club (a chapter of the international American Marketing Association) and in marketing competitions with other colleges and universities.

CAREER PROSPECTS:
Graduates may continue into the third year of the Business Administration — Marketing program, or enter industry to follow a marketing career in these areas:

Industrial Marketing — Graduates usually start as industrial sales trainees and are promoted through the sales department.

Retail Marketing — Graduates find opportunities in sales, promotion, merchandising, buying and store management.

Consumer Goods Marketing — Graduates find employment in the sales departments of manufacturers, in marketing departments of smaller and medium-sized manufacturers, and in advertising agencies and research firms.

ADVANCED STANDING:
Graduates from this program are admitted directly into the fifth semester of the three-year program leading to the Diploma in Business Administration — Marketing if they satisfy the academic requirements. Students who successfully complete this program can be exempted from up to four credits at Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
MARK101	The Sales Aspect of Marketing
MARK201	Marketing Channel Organizations and Systems
MATH125	Mathematics of Merchandising
ELECT000	Elective
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
MARK102	Advertising Management
MARK200	Product Planning and Pricing Policies
MARK202	Marketing Research and Information Systems
ELECT000	Elective
ELECT001	Elective Mathematics
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
MARK205	Strategic Planning
MARK206	The Consumer and Competitive Environment
MARK207	Quantitative Marketing Analysis
MARK208	International Marketing
MARK110	Sales Promotion
ELECT000	Elective

For more information, call Clive Cannon at (416) 867-2140 between 8 a.m. and 4:30 p.m. or the School of Business at (416) 867-2135.

NOT SURE YOU QUALIFY?
see page 6

BUSINESS ADMINISTRATION — MARKETING

GBC Code BU1098
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

Graduates of Business — Marketing (BU1093) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM:
This program is for students who wish to follow a marketing path to senior management. Students develop expertise in the operational aspects of marketing during their first two years and are then exposed to the broader concerns of the organization as a whole. In addition, during the third year, students increase their marketing skills in several specialized fields.

The program makes extensive use of case studies, written reports, business projects, video-taped presentations, computerized business simulations and numerous computer applications that aid in analysis and decision-making.

CAREER PROSPECTS:
Graduates find opportunities with a wide variety of manufacturers and distributors of industrial and consumer products, and service industries. Starting positions might be:

Assistant to Product Manager — The graduate assists in developing marketing objectives and strategies for a brand, and deals with issues of promotion, pricing, distribution, packaging, product modifications and customer research.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and with experience become capable of operating a store or a department. Opportunities include management, merchandising, promotion, buying, and location analysis.

Marketing Research or Advertising Agency Trainee — Graduates are qualified for entry level jobs and quickly move up to operational levels where their analytical and decision-making skills are utilized.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to seven credits in Atkinson College at York University. They may also negotiate on an individual basis for advanced standing at Ryerson Polytechnical University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English
SEMESTER 2	**19 WEEKS**
MARK101	The Sales Aspect of Marketing
MARK 201	Marketing Channel Organizations and Systems
LIBS132	Being Human: Self, Society and Meaning
MATH125	Mathematics of Merchandising
ELECT000	Elective
COMM126	Business Writing and Options
SEMESTER 3	**15 WEEKS**
MARK102	Advertising Management
MARK200	Product Planning and Pricing Policies
MARK202	Marketing Research and Information Systems
ELECT000	Elective
ELECT001	Elective-Mathematics
COMM131	Report Writing and Options
SEMESTER 4	**19 WEEKS**
MARK205	Strategic Planning
MARK206	The Consumer and Competitive Environment
MARK207	Quantitative Marketing Analysis
MARK208	International Marketing
MARK110	Sales Promotion
ELECT000	Elective
SEMESTER 5	**15 WEEKS**
BUS320	Organizational Behaviour Theory
BUS321	Financial Management
BUS326	Faculty Directed Research I
MARK300	Industrial Marketing Management
MARK303	Marketing Law
SEMESTER 6	**19 WEEKS**
BUS334	Managing of Organizational Behaviour
BUS324	Canadian Business Policy and Strategy
BUS327	Faculty Directed Research II
MARK302	Marketing Management for Service Industries
MARK301	Management Information Systems

For more information, call Clive Cannon at (416) 867-2140 from 8 a.m. to 4:30 p.m. or the School of Business at (416) 867-2135.

COMPUTER PROGRAMMER

GBC Code BU2010
St. James Campus
64 Weeks (continuous)
Apply to OCAS

Starting: At various times during the year
Certification: Diploma
Summer classes

NOTE:
This is a concentrated program taken over a continuous 64-week period. The content is identical to Business — Information Systems; however, students complete the program in less time. Start dates vary because the availability of this program is related to government sponsorship. Some fee-paying students are accepted as well as government-sponsored students.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program enables students to develop proficiency in a variety of activities associated with the analysis, design, implementation and control of computerized information systems.

CAREER PROSPECTS:
Graduates will be able to code computer programs in a variety of languages working under supervision from written specifications. The broad range of topics in the program will prepare the graduate for future advancement to more senior positions in systems analysis or management.

ADVANCED STANDING:
Students who successfully complete this program can be exempted from up to four credits in Atkinson College at York University. They may also enter Semester 5 of the Business Administration — Information Systems (BU1097) program.

SEMESTER 1	16 WEEKS
MATH114	Business Mathematics
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
PD100	Introduction to Distribution Management
COMM120	College English
SEMESTER 2	**16 WEEKS**
MATH116	Mathematics for EDP
IS101	COBOL I
IS104	Management Information Systems
IS103	Programming I
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options
SEMESTER 3	**16 WEEKS**
MATH214	Statistics I
IS200	COBOL II
IS205	Data Base Concepts
IS210	Systems Analysis and Design
BUS124	Microcomputer Accounting Package Applications
COMM131	Report Writing and Options
SEMESTER 4	**16 WEEKS**
IS204	Advanced Programming
IS216	Operating Systems and Networks
IS208	Advanced IS Topics
MATH253	Quantitative Methods
PSY211	Human Resource Management
IS206	Programming in C

For more information, call Chris Marinis at (416) 867-2144 between 8 a.m. and 4:30 p.m. or call the School of Business at (416) 867-2135.

N
W CAMPUS MAPS E
S
see inside back cover

COURT REPORTING — MACHINE SHORTHAND

GBC Code BU1280
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Typing speed of 40 wpm. Applicants complete an English aptitude test and a typing test. No previous knowledge of shorthand is required.

BACKGROUND:
A high degree of manual dexterity and communication skills are strongly recommended. Related business experience or successful completion of a recognized legal secretarial arts program would be beneficial.

PROGRAM DESCRIPTION:
This is an intensive program in verbatim reporting skills that includes, among other practical areas of study, actual experience in the courts working with an experienced court reporter. Actual court transcripts are used in the program, and therefore the material used for dictation can be sensitive. Students in the program must be prepared to work on the machine for a few hours each day outside of classroom time. Upon successful completion of the program, graduates are eligible to write the Chartered Shorthand Reporters Association examination. The testing procedures used during the course are approved by this association.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates are prepared for careers in the Supreme, District, and Provincial Courts, Official Examiners' offices, and other government agencies. There are also many opportunities for those who wish to freelance. Graduates may also work with closed captioning for the hearing impaired.

Court reporting is a highly responsible and challenging position that involves verbatim recording of judicial proceedings and their accurate transcription. Standards of excellence, dedication, and the ability to withstand long hours and pressure are qualities that the successful court reporter possesses. These qualities cannot be over-emphasized, as the outcome of a trial could be affected by the court reporter's transcript.

SEMESTER 1	15 WEEKS
ENG124	English for Court Reporting I
SHM102	Machine Shorthand Theory
KB102	Keyboarding Skill Development I
LAW102	Legal Terminology
ENG133	Vocabulary Enrichment

SEMESTER 2	17 WEEKS
ENG125	English for Court Reporting II
SHM112	Shorthand Speed Development I
KB111	Keyboarding Skill Development II
LAW120	Criminal Procedures
WORD119	Word Processing

SEMESTER 3	15 WEEKS
KB205	Keyboarding Skill Development III
SHM124	Shorthand Speed Development II
BUS148	Computer-Aided Transcription I
ENG216	English and the Legal World I
BUS147	Anotomy/Medical Terminology

SEMESTER 4	17 WEEKS
LAW218	Civil Procedure
ENG211	Latin I
BUS277	Court Procedures — District Court
SHM202	Shorthand Speed Development III
BUS271	Camputer-Aided Transcription II
KB221	Keyboarding Skill Development IV
ENG217	English and the Legal World II

SEMESTER 5	15 WEEKS
ENG218	English for Court Reporting V
BUS278	Computer-Aided Transcription III
SHM300	Shorthand Speed Development IV
ENG212	Latin II
KB300	Keyboarding Skill Development V
LAW302	Cantemporary Legal Issues

SEMESTER 6	17 WEEKS
SHM302	Shorthand Speed Development V
BUS279	Computer-Aided Transcription IV
KB302	Keyboarding Skills Development VI

For more information, call Suson Sheehan at (416) 867-213B from 9 a.m. to 4 p.m. or call the School of Business at (416) B67-2135.

HEALTH RECORDS ADMINISTRATION

B

BUSINESS

GBC Code BU1260
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Minimum of one Grade 11 or 12 science, one Grade 12 mathematics and Grade 12 English.

ABOUT THE PROGRAM:
This two-year diploma program focuses on various aspects of the health record administrator's role. It is designed to train organizers and managers of health information services to work with management and medical staff in the health care delivery system.

Bio-medical sciences provide background knowledge of the information encountered professionally. Management and information sciences are included to allow the graduate to develop skills for dealing with people in an organizational setting and for interpreting data for a variety of users. Classroom instruction is augmented by clinical experience in all four semesters. Graduates write the national exam of the Canadian College of Health Records Administrators.

CAREER PROSPECTS:
A patient entering a health care delivery system has a record initiated upon admission for treatment. The record contains a multitude of data including personal, diagnostic, and treatment details, as well as discharge information. Thousands upon thousands of these records are created each year. The health record administrator manages the system and the people who create, maintain, store, retrieve and interpret the data on these records for a variety of purposes. As a manager he/she must possess a variety of analytical, decision-making, interpersonal and communication skills.

SEMESTER 1	15 WEEKS
ANAT114	Anatamy and Physiology I
PATH103	Pathophysiology I (Microbiology)
MAN104	Monagement Theory I
BUS127	Health Information Management — Theory I
BUS141	Health Information Management — Laboratory I
WORD119	Intro/Microcamputers/ Word Processing

SEMESTER 2	22 WEEKS
ANAT124	Anotomy and Physiology/Genetics II
PATH114	Pathophysiology II (Pharmocology)
MATH121	Statistical Methods and Research
BUS137	Health Information Monogement — Theory II
BUS151	Health Information Management — Laboratory II
MAN114	Monagement Theory II
PRAC116	Clinical Extension (3 weeks-35 hours/week)

SEMESTER 3	15 WEEKS
LAW214	Health Core Law
PSY208	Organizational Psychology I
BUS235	Health Record Administration — Theory III
BUS248	Health Record Administration — Laboratory III
MATH211	Haspital Statistics I
MATH204	Epidemiology
BUS140	Microcomputers in Business

SEMESTER 4	22 WEEKS
BUS256	Health Systems Data Analysis
PSY218	Organizational Psychology II
BUS245	Health Record Administration — Theory IV
BUS25B	Health Record Administration — Laboratory IV
MATH221	Haspital Statistics II
MATH213	Biostatistics
MAN214	Monagement Theory III
PRAC216	Clinical Extension (3 weeks-35 hours/week)

For more information, call Heather Donovan at (416) B67-2134 between 9 a.m. and 3 p.m. or the School of Business at (416) B67-2135.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

HEALTH RECORDS TECHNICIAN

GBC Code BU1290
St. James Campus
1 Year (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Minimum of one Grade 11 or 12 science, one Grade 12 mathematics and one Grade 12 English.

ABOUT THE PROGRAM:
The one-year certificate program focuses on the various aspects of the health records technician's role in maintaining records and databases of health information systems. It is designed in accordance with the standards and guidelines of the Canadian College of Health Records Administrators (CCHRA) and the Ministry of Education and Training. Students develop the technical skills and attitudes needed to maintain and utilize health care data and assist in the management of a health information system. Graduates write the CCHRA national exam.

CAREER PROSPECTS:
A health records technician works in the medical record department of a hospital, clinic or other health care facility. Under the direction of the health care administrator, the graduate of the Health Records Technician program prepares, analyses and maintains health data and information required by the hospital health service facility, patient, health professionals, government and the public.

SEMESTER 1	15 WEEKS
ANAT114	Anatomy and Physiology I
PATH103	Pathophysiology I (Microbiology)
MAN104	Management Theory I
BUS127	Health Information Management — Theory I
BUS141	Health Information Management — Laboratory I
WORD119	Intro/Microcomputers/ Word Processing

SEMESTER 2	22 WEEKS
ANAT124	Anatomy and Physiology/Genetics II
PATH114	Pathophysiology II (Pharmacology)
MATH121	Statistical Methods and Research
MAN114	Management Theory II
BUS137	Health Information Management — Theory II
BUS151	Health Information Management — Laboratory II
PRAC116	Clinical Extension (3 weeks - 35 hours/week)

For more information, call Heather Donovan at (416) 867-2134 between 9 a.m. and 3 p.m. or the School of Business at (416) 867-2135.

HUMAN RESOURCES MANAGEMENT

GBC Code BU1440
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
Summer Co-op

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Interview.

ABOUT THE PROGRAM:
The growing need for human resources professionals is being addressed by George Brown College's full-time program. This program offers a solid foundation for a wide rage of career opportunities in human resources. The Human Resources Professional Association of Ontario (HRPAO) offers the designation HRP to holders of their Certificate in Personnel Management Human Resources Professional (CPM) who have three or more years of related experience.

The CPM curriculum has been incorporated into George Brown's Human Resources Management program and we expect that it will meet the CPM requirements.

The HRPAO is represented on our advisory committee—a group of industry leaders who advise us on the design and delivery of the program.

CAREER PROSPECTS:
Graduates will be qualified for positions in: recruitment; compensation and benefits; training and development; human rights; health and safety; human resources information systems and research; and human resources general management in a wide variety of organizations. These entry-level positions in human resources management can lead into management-level positions and, ultimately, senior-level positions.

SEMESTER 1	15 WEEKS
ACC106	Introduction to Accounting
MATH139	Mathematics of Finance
EC105	Introduction to Economics
HRM104	Human Resources Administration
LIBS132	Being Human: Self, Society and Meaning
COMM120	College English

SEMESTER 2	19 WEEKS
ACC119	Accounting for Decision-making
IS107	Introduction to Information Systems
EC113	Labour Economics
LAW114	Employment & Human Rights Law
COMM126	Business Writing and Options
HRM205	Recruitment & Selection

SEMESTER 3	13 WEEKS
	Co-op Placement

SEMESTER 4	15 WEEKS
ELS207	Speaking with Confidence
PSY208	Organizational Behaviour
HRM201	Compensation & Benefits (Pay Equity)
HRM203	Staff Training & Development
SOC213	Social History & Organized Labour in Canada
MATH214	Statistics I

SEMESTER 5	19 WEEKS
SAFE105	Workplace Health & Safety
HRM207	Human Resources Information Systems
HRM209	Human Resources Planning
HRM211	Managing Change: a Co-operative Task
HRM213	Collective Agreements: Negotiation & Administration
HRM215	Employment Equity

For more information, call Anne McIntyre at (416) 867-2131 between 9 a.m. and 4 p.m. or the School of Business at (416) 867-2135.

INSURANCE (BUSINESS)

GBC Code BU1180
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. High-school business courses in accounting, law, or bookkeeping are recommended.

ABOUT THE PROGRAM:
This program is for students who wish to pursue careers in the property/casualty insurance industry. Graduates will have a thorough theoretical knowledge of the basic principles and procedures of the business, with specific instruction in property insurance, liability insurance, automobile insurance and other coverages and business-related subjects.

After satisfying the examination requirements of the Insurance Institute of Canada and completing an appropriate period of practical employment in the industry, normally one year, the graduate becomes automatically eligible for election as an Associate of the Insurance Institute of Canada (AIIC), the first step towards the industry's highest professional designation, Fellow of the Insurance Institute of Canada (FIIC). (Over the course of the program, students may take nine AIIC exams, with the remaining three to be taken after graduation.)

CAREER PROSPECTS:
Trainee Underwriter — Using rate manuals and established procedures, a trainee underwriter reviews applications for limited amounts of coverage on simple risks. The trainee accepts or declines cases normally requiring limited technical knowledge or experience, and refers complex and unusual risks to superiors.

Claims **Representative** — The representative handles claims promptly, equitably and economically within the provisions of the insurance contract; investigates damage or loss; negotiates and settles assigned claims within an authorized amount; produces reports on the results of all investigations and negotiations to the claims supervisor and recommends further action on claims exceeding his/her authority.

SEMESTER 1	15 WEEKS
ELECT001	Business Mathematics
ACC100	Introduction to Accounting I
INS100	Principles and Practice of Insurance
MARK100	Introduction to Marketing
LAW206	Commercial Law
COMM120	College English

SEMESTER 2	19 WEEKS
INS101	Insurance on Property I
MATH115	Mathematics of Finance
LIBS132	Being Human: Self, Society and Meaning
INS104	Personal Lines Production
ELECT000	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
INS102	Automobile Insurance
INS212	Insurance Against Crime
MATH214	Statistics I
PSY215	Human Resources Management
INS201	Insurance Against Liability
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
INS203	Claims I
PRAC217	Microcomputer Use
INS103	Insurance on the Person
INS206	Casualty Covers
ELECT000	Elective

For more information, call Dr. William Basztyk, F.I.I.C., at (416) 867-2520 between 10 a.m. and 3 p.m. or call the School of Business at (416) 867-2135.

INTERNATIONAL TRADE (POST DIPLOMA)

GBC Code BU4490
St. James Campus
1 Year (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
University degree or college diploma in business and two years of relevant business, technical or professional experience.

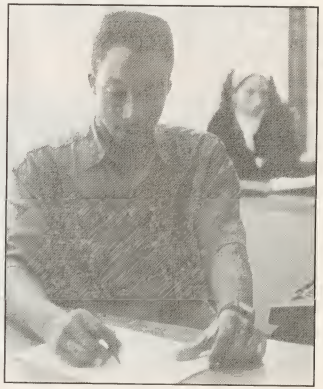
ABOUT THE PROGRAM:
This program is designed to assist the graduate in becoming proficient and professional in dealing with products, services, timeliness, quality and customer service in a cross-border, international, or multi-national environment. Work experience is an integral part of this program.

CAREER PROSPECTS:
Graduates may expect to find entry-level positions in international marketing and sales, international finance, international logistics, international project management, international purchasing, international traffic and transportation, customer service/relations and promotion of industrial products and consumer goods.

SEMESTER 1	15 WEEKS
IT405	Introduction to International Trade
IT410	International Banking & Finance
IT420	International Communications
IT425	International Market Cultures
IT430	Faculty-Directed Research I
IT435	International Traffic and Transportation

SEMESTER 2	15 WEEKS
IT440	International Trade Law
IT445	International Negotiation, Bids & Purchases
IT455	International Business & Strategic Planning
IT460	International Customer Relations
IT465	Faculty-Directed Research II
IT470	Customs Procedures

For more information, call Clive Cannan at (416) 867-2140 between 8 a.m. and 4:30 p.m. or the School of Business at (416) 867-2135.



INVESTMENT SALES ASSISTANT

GBC Code BU1410
St. James Campus
32 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). An English proficiency test and an interview are required.

ABOUT THE PROGRAM:
An investment sales assistant is the right hand of the broker in an investment firm, handling a wide range of tasks in a fast-paced, dynamic setting. George Brown's program is the only one of its kind in Canada and was developed in response to a need in the investment industry with high-level input from seven Toronto-based investment houses. This intensive, 32-week program trains people to handle day-to-day transactions in financial markets and to work as an investment sales assistant. While graduates will not be involved with selling investments directly, they will be responsible for supporting the millions of transactions that affect the financial future of corporations, governments and individual clients around the world. The program is monitored by an advisory committee made up of executives from investment companies. Together the members guide and advise the college to ensure that the program keeps pace with changes in the investment industry.

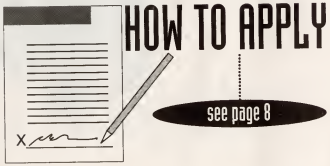
This program is unique in Canada.

CAREER PROSPECTS:
Sales assistant to financial brokers. In order to become registered sales assistant, graduates must enrol in and successfully complete the Canadian Securities Course offered separately by the Canadian Securities Commission, and write the examination.

SEMESTER 1	16 WEEKS
BUS152	Industry Overview
EC103	Economics
BUS153	Financial Management and Analysis I
ELS101	Speaking with Confidence — Part I
BUS156	Faculty-Directed Canadian Securities Study Course
BUS1B5	Managing Your Job and Yourself

SEMESTER 2	16 WEEKS
BUS157	Financial Management and Analysis II
BUS15B	Business Law
ELS102	Speaking with Confidence — Part II
MATH139	Mathematics of Finance
BUS174	Faculty-Directed Canadian Securities Study Course
WORD119	Introduction to Microcomputers/Word Processing

For more information, call Bannie Palmer at (416) B67-2636 between 9 a.m. and 1 p.m. or the School of Business at (416) B67-2135.



MICROCOMPUTER OPERATOR

GBC Code BU5390
St. James Campus
28 Weeks
Apply to OCAS

Starting: Various times during the year
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Ontario Grade 10 in English and mathematics or demonstrated Academic Upgrading Level 3 ability on admission tests in English and mathematics. Typing speed of 25 net words per minute.

ABOUT THE PROGRAM:
This 28-week program allows students to learn microcomputer fundamentals. Included are word processing, database management, spreadsheet, and general accounting applications. Students begin by learning to manually perform elementary accounting functions up to and including financial statements. Also, the proper format for business correspondence and other documents is reviewed, along with improving keyboarding skill.

CAREER PROSPECTS:
Entry-level positions in secretarial or accounting/bookkeeping areas in businesses where automated equipment is used and where people with hands-on experience with computerized equipment are required.

NOTE:
From time to time, the Canada Employment and Immigration Commission directly purchases seats in this program, reducing the number of seats open to fee-paying students.

SEMESTER 1	14 WEEKS
KB500	Keyboarding II through IV
ENG5B9	Business Communications I
MATH579	Business Mathematics I
ACC512	Introduction to Accounting
BUS513	Document Preparation
BSS50B	Microcomputer Fundamentals & Computer Statistics
WORD510	Word Processing

SEMESTER 2	14 WEEKS
KB501	Keyboarding II through IV
ENG590	Business Communications II
MATH5B0	Business Mathematics II
BUS51B	Document Preparation and Machine Transcription
ACC522	Introduction to Accounting
BSS509	Database Management & Microcomputer Applications

For more information, call Anne McIntyre at (416) B67-2131 between 9 a.m. and 3 p.m. or the School of Business at (416) B67-2135.

OFFICE ADMINISTRATION — DENTAL

GBC Code BU1300
St. James Campus
1 Year (2 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and Grade 11 or 12 biology and chemistry. Typing speed of approximately 25/30 wpm.

ABOUT THE PROGRAM:
This program prepares individuals with the combination of dental clinical knowledge and office administrative skills necessary for the effective management of a dental practice. While this is a School of Business program, it is offered in conjunction with the college's Allied Health Department and gives students the opportunity to gain practical dental office experience through visits to, and learning in, the classrooms and facilities in the college's dental programs.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates of the Dental Office Administration program will be able to contribute in a meaningful way to the dental health care team. Graduates can look forward to employment in the management aspects of a dental practice.

SEMESTER 1	15 WEEKS
DENT114	Dental Office Procedures I
ACC126	Accounting
KB105	Keyboarding I
LIBS132	Being Human: Self, Society and Meaning
PSY163	Psychology — Dental
DENT128	General Dental Sciences I
COMM120	College English

SEMESTER 2	19 WEEKS
KB108	Keyboarding II
EDP116	Micro and Business Applications
DENT133	Dental Office Procedures
DENT122	Orientation to Radiography
DENT135	General Dental Sciences II
DENT132	Dimensions in Dental Management
DENT134	Dental Office Admin Pre-Graduate Experience

For more information, call Bonnie Palmer at (416) 867-2636 between 9 a.m. and 1 p.m. or the School of Business at (416) 867-2135.

OFFICE ADMINISTRATION — EXECUTIVE

B

GBC Code BU1061
St. James Campus
2 Years (4 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
This program is designed to help students develop strong basic skills in typing, notetaking, transcription, accounting, word processing, verbal and written communication, and office procedures. Students have an opportunity to develop the skills required in today's electronic office. The program shares a common first semester with the Legal and Medical programs.

CAREER PROSPECTS:
Graduates will be well prepared to cope with the secretarial responsibilities of entry-level positions. This training plus experience should lead to advancement in an organization, including positions such as executive assistant and administrative assistant.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
LIBS132	Being Human: Self, Society and Meaning
COMM120	College English

SEMESTER 2	19 WEEKS
WORD119	Introduction to Microcomputers and Word Processing
MATH156	Business Mathematics II
KB108	Keyboarding II
DIC110	Machine Transcription
ELECT	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
WORD224	Word Processing/Machine Transcription
KB204	Keyboarding III
OP208	Office Procedures
SH104	Shorthand Theory
BUS140	Microcomputers in Business
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
RM209	Records Management
DIC211	Dictation Techniques
PSY215	Human Resource Management
WORD219	Advanced Word Processing/Machine Transcription
KB214	Keyboarding IV
SH208	Shorthand, Dictation & Transcription
COMM135	Advanced Grammar
COMM136	Job Search and Career Planning

For more information, call Anne McIntyre at (416) 867-2131 or the School of Business at (416) 867-2135 between 8:30 a.m. and 4 p.m.

OFFICE ADMINISTRATION — LEGAL

GBC Code BU1062
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
The Legal program is designed to help students develop strong basic skills in typing, notetaking, transcription, accounting, word processing, verbal and written communications, and office procedures. These are further developed and refined through the study, preparation and processing of legal correspondence and documentation.

Students are given a thorough foundation of legal terminology and office procedures in the litigation, family, corporate and commercial, real estate and estate areas of law. The traditional secretarial skills, combined with hands-on training on microcomputer equipment and relevant applications, prepare highly qualified graduates who are capable of working effectively in the legal office environment. This program shares a common first semester with the Executive and Medical programs.

CAREER PROSPECTS:
Law firms and corporate legal departments are in constant need of qualified legal secretaries. Entry-level positions involve document preparation and general correspondence.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
LIBS132	Being Human: Self, Society and Meaning
COMM120	College English

SEMESTER 2	19 WEEKS
WORD119	Introduction to Microcomputers and Word Processing
OP206	Legal Office Procedures I
LAW103	Legal Terminology
MATH156	Business Mathematics II
KB108	Keyboarding II
ELEC	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
WORD220	Legal Word Processing/Machine Transcription I
OP207	Legal Office Procedures II
LAW202	Business Law I
KB204	Keyboarding III
SH104	Shorthand Theory
COMM131	Report Writing and Optians

SEMESTER 4	19 WEEKS
OP217	Legal Office Procedures III
LAW203	Business Law II
KB214	Keyboarding IV
WORD221	Legal Word Processing/ Machine Transcription II
SH208	Shorthand, Dictation & Transcription
COMM135	Advanced Grammar
COMM136	Job Search and Career Planning

For more information, call Susan Sheehan at (416) 867-213B or the School of Business at (416) B67-2135 between 9 a.m. and 4 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

OFFICE ADMINISTRATION — MEDICAL

GBC Code BU1063
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
The two-year medical program gives students the opportunity to develop the skills, abilities and knowledge needed in today's medical offices. Practical skills, including keyboarding, word processing, medical terminology, medical transcription and medical office procedures are important parts of the program. The role of modern technology in the office in terms of information processing systems is stressed. This program shares a common first semester with the Legal and Executive programs.

CAREER PROSPECTS:
Employment opportunities exist in doctors' offices, clinics, pharmaceutical companies, government agencies, and hospitals as medical receptionists, physicians' secretaries, hospital ward clerks, medical transcriptionists, etc. Career advancement to supervisory level is contingent on experience.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
LIBS132	Being Human: Self, Society and Meaning
COMM120	College English

SEMESTER 2	19 WEEKS
WORD119	Introduction to Microcamputers and Ward Processing
BUS139	Medicol Office Procedures I
BUS143	Machine Transcription
BUS144	Medical Terminology I
MATH156	Business Mathematics II
KB108	Keyboarding II
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
BUS270	Medical Terminology II
KB204	Keyboarding III
WORD222	Medicol Ward Processing/ Machine Transcriptian I
BUS269	Medical Office Procedures II
ELEC	Elective
COMM131	Report Writing ond Optians

SEMESTER 4	19 WEEKS
PSY215	Human Resource Management
BUS274	Medical Terminology III
KB214	Keyboarding IV
WORD223	Medicol Ward Processing/ Machine Transcriptian II
BUS273	Medical Office Procedures III
COMM135	Advanced Grammar
COMM136	Jab Search and Career Planning

For more informotion, call Bannie Palmer ot (416) 867-2636 between 9 a.m. and 1 p.m. or the School of Business at (416) 867-2135.

PROPERTY MANAGEMENT

GBC Code BU1140
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:

Every company needs good managers — people who are willing to make decisions, see that work is done on time within a budget, and know how to encourage their employees to give top performance. The property management field is no exception. The curriculum of this program has been developed by leaders of the property management industry and prepares students for certification in the public and private sectors. In addition to collecting rents, the professional manager must be able to train and direct staff, set budgets, administer funds, keep tenants content, keep the property up to a standard that will increase its value, and run the project as if it were his/her own investment.

Graduates of the program are employed by such firms as Royal LePage, Greenwin Property Management, Metro International and Ontario Housing Corporation.

CAREER PROSPECTS:

Graduates can expect to be employed as assistant property managers for residential properties — apartments, condominiums, town houses, public housing, co-op housing; commercial properties — office buildings, shopping centres; and industrial properties — warehouses, industrial plazas.

SEMESTER 1	15 WEEKS
HOUS111	Housekeeping — Theory
ACC100	Introduction to Accounting
SEC111	Security and Safety
LAW104	Distribution Management Law
MATH14B	Mathematics
URB100	Urban Studies I
COMM120	College English

SEMESTER 2	19 WEEKS
(Second semester includes two weeks work experience in industry.)	
REL112	Residential Management
MAIN113	Maintenance
URB110	Urban Studies — II
PROP211	Amenity and Camman Area Monogement
PRAC111	Management Practice (Work Experience)
HOUS112	Housekeeping — Practical
ACC102	Accounting for Decision Making
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
MARK211	Advertising and Sales Promotion
INS214	Insurance
REL212	Residential Management
PRAC213	Mortgage Administration
PROP213	Office Building Management
PRAC217	Microcomputer Use
PROJ200	Research Plan

SEMESTER 4	19 WEEKS
(Fourth semester includes two weeks work experience in industry.)	
MARK212	Advertising and Sales Promotion
ACC213	Accounting for Property Management
PRAC211	Management Practice (Work Experience)
PROP216	Condominium Management
PROJ200	Research Project
PROP214	Shopping Centre Management
PSY215	Human Resources Development

For more information, call the Co-ordinator at (416) B67-2520 between 8 a.m. and 4:30 p.m. or call the School of Business at (416) B67-2135.

SMALL BUSINESS MANAGEMENT

GBC Code BU1340
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Credits in accounting and law recommended.

ABOUT THE PROGRAM:

The program addresses the opportunity that the growth in small business provides (and the necessity of improving the survival rate of such businesses) for graduating students suited to the needs of this vital business sector.

The program integrates the whole area of business principles and practice in a way that an entrepreneur will have to understand to handle all these functions in his/her new business. The extensive use of the case study method prepares graduates for work without a long training period.

CAREER PROSPECTS:

Career opportunities for graduates are mainly in small business. The program is ideal for anyone planning to manage a small business, enter a family business, or start a new business.

SEMESTER 1	15 WEEKS
SBM166	Small Business Management
BUS124	Microcomputer Packages and Applications
ACC100	Introduction to Accounting I
PD100	Introduction to Distribution Management
MATH114	Business Mathematics
COMM120	College English

SEMESTER 2	19 WEEKS
MARK113	Small Business Marketing
EC120	Introduction to Economics
BUS123	Business Regulations
ACC102	Accounting for Decision Making
MATH125	Mathematics of Merchandising
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
PRO201	Promote Your Business
BUS237	Retail Strategies
BUS238	Business Case Studies
BUS2B4	International Trade
COMM131	Report Writing and Options
ACC225	Management Accounting

SEMESTER 4	19 WEEKS
BUS239	Effective Selling
BUS240	Computer Applications for Small Business
MAN201	Money Management & Banking
MAN202	Internal Business Management
BUS242	Behavioural Sciences in Business
MARK219	Service Marketing

For more information, call Dr. William Boszlyk at (416) B67-2520 between 8 a.m. and 4:30 p.m. or call the School of Business at (416) B67-2135.

NOT SURE YOU QUALIFY?

see page 6

SPORTS MARKETING (POST DIPLOMA)

GBC Code BU4480
St. James Campus
1 Year (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes
(Parallel Co-op)

PREREQUISITES:
University degree or college diploma in marketing and a demonstrated interest in the sports industry. This should include work experience in sports marketing and may include a minimum of 150 hours of any relevant work in the sports industry. Applicants must have at least one year's full-time marketing experience and a post-secondary introductory marketing credit course with a minimum grade of B to be considered for admission.

BACKGROUND:
Some computer literacy and courses in introductory accounting and finance are recommended. George Brown College offers selected evening and part-time courses in Sports Marketing (Mark 1091) and Event Marketing (Mark 9120). It is strongly recommended that one of these courses be successfully completed prior to enrolling in the program. In addition, courses in Marketing Management are also offered. Call 867-2163 for further information.

ABOUT THE PROGRAM:
People who enjoy marketing, sports, arts and cultural events can take this intensive, 30-week post-diploma program. There is no other program like this in Canada or North America. Expert faculty members prepare students to work in jobs at the operational level and to move up to management positions in a sports marketing environment. Work experience (practicum internships) are an integral part of the program. The program makes extensive use of guest speakers, case studies, role playing, practical projects, and simulations requiring analytical decision making. Students will be expected to find an approved co-op placement.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates have the necessary skills to progress from entry-level to marketing management positions in organizations such as manufacturers and distributors of sporting goods, sport marketing agencies, sport associations, teams, government agencies, commercial sports facilities, along with organizations involved in marketing the arts and other special events.

SEMESTER 1	15 WEEKS
SPMK401	Sport and Society
SPMK402	Sport Marketing Management
SPMK405	Microcomputer Applications for Sport Marketing
SPMK404	Sport Event Planning and Management I
SPMK410	Applied Interpersonal Skills

SEMESTER 2	15 WEEKS
SPMK411	Media Applications in Sport
SPMK412	Licensing and Merchandising Sport Products
SPMK416	Financial Management for Sport Marketing
SPMK414	Sport Event Planning and Management II
SPMK400	Applications in Sport Marketing

For more information, call the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m. to obtain a complete information package.

WORKERS' COMPENSATION CLAIMS MANAGEMENT (POST DIPLOMA)

GBC Code BU4470
St. James Campus
34 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Minimum entry — a two-year community college diploma or equivalent standing. Personal interview required.

ABOUT THE PROGRAM:
This one-year certificate program focuses on the various aspects of the workers' compensation claims management role. It is designed to provide technical knowledge of the Workers' Compensation Act and the adjudicative process to both obtain and disseminate information about case administration and to assist in the management of case records.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates may be employed by the Workers' Compensation Board, private and government agencies providing advocacy to workers and employers, and public and private businesses and industries employing large numbers of workers.

SEMESTER 1	15 WEEKS
ANAT401	Anatomy and Physiology I
PATH400	Pathophysiology I
COMM401	Communication
WC400	Workers' Compensation Adjudication Theory I
WC401	Workers' Compensation Adjudication Lab I
WC402	Legal Implications of Workers' Compensation Adjudication

SEMESTER 2	19 WEEKS
ANAT402	Anatomy and Physiology II
PATH401	Pathophysiology II
MAN402	Management Theory
WC403	Workers' Compensation Adjudication Theory II
WC404	Workers' Compensation Adjudication Lab II
WC405	Workers' Compensation Overview
WC406	Clinical Extension

For more information, call Heather Donovan at (416) 867-2134 between 9 a.m. and 3 p.m. or the School of Business at (416) 867-2135.

CAMPUS MAPS
see inside back cover

COMMUNITY SERVICES DIVISION

Dean:
Jeff Vile

Chairperson:
Georgia Quartaro

COMMUNITY SERVICES

Community service professionals work with people of all ages and backgrounds — from infants in daycare centres to senior citizens. This type of work demands specialized training that is vital when working one-on-one or in a team care situation. Community Services programs foster independent thinking — so graduates can analyze a situation and take action. All programs are a careful mix of classroom theory and field work, with students putting their new knowledge and skills to work in supervised community settings. Community Services instructors, who have had years of experience in subjects they teach, do much more than lecture. They work with students to set educational goals, resolve problems and evaluate progress. George Brown's Early Childhood Education program offers students the experience of field work in one of the college's eight nationally acclaimed community-based daycare centres.

ACTIVATION CO-ORDINATOR/GERONTOLOGY

GBC Code AP1090
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Applicants must complete a questionnaire and may be invited to attend an information session. Successful applicants must submit proof of a satisfactory medical examination.

Before entering Year 2 (Semester 3), students are required to produce evidence that they have completed a Standard First Aid course.

ABOUT THE PROGRAM:

George Brown has the only post-secondary college program that offers a diploma after training people to become activation co-ordinators. Activation co-ordinators are human service professionals with specific knowledge in gerontology. Their major goal is to promote and provide meaningful activity based on individual and group needs (physical, social, emotional, intellectual and spiritual).

The program develops therapeutic skills for people seeking careers in activity programming in either institutional or community settings providing services for elderly persons. The programming focus in gerontology is a specialized feature of this program.

The three-day-per-week academic component encompasses the scientific study of the problems of aging. The two-day-per-week experiential component offers students the opportunity to integrate theory with practice in an institutional or community setting under the close supervision of a professional practitioner.

This program is also offered part-time.

This program is unique in Ontario.

CAREER PROSPECTS:

The increasing population of older people has created a growing demand for workers with knowledge and skills specific to the needs of later life. Graduates are employed in nursing homes, homes for the aged, retirement homes, daycare centres for seniors and community-based service agencies.

ADVANCED STANDING:

Students who successfully complete this program may be considered for exemptions in other community services programs at George Brown. They may also qualify for exemptions in the Bachelor of Arts (Gerontology) program at McMaster University.

SEMESTER 1	16 WEEKS
ACT103	Ambulation and Exercise
GERI101	Biology of Aging
ACT208	Assessment Skills
ACT104	Activity Planning
ACT105	Use of Crafts & Hobbies
FLDW101	Field Work Seminar
FLDP101	Field Practice
COMM 120	College English

SEMESTER 2	16 WEEKS
ACT110	Special Needs
PSY116	Introduction to Gerontology
ACT109	Group Processes I
PSY169	Introductory Psychology
ACT226	Therapeutic Programming
ACT212	Psycho-Geriatrics
FLDW102	Field Work Seminar
FLDP102	Field Practice

SEMESTER 3	16 WEEKS
ACT210	Organizational Management Skills I
ACT106	Normalization and Remotivation
ACT214	Counselling Skills
ACT100	Growth & Development
ACT217	Program Development & Evaluation
ACT119	Group Process II
FLDW203	Field Work Seminar
FLDP203	Field Practice

SEMESTER 4	16 WEEKS
ACT211	Organizational Management Skills II
CS200	Co-ordination Skills
ACT215	Community Resources
ACT227	Values, Ethics & Professionalism
SOC172	Introductory Sociology
FLDW204	Field Work Seminar
FLDP204	Field Practice

For more information, call the Community Services Division at (416) 867-2185 between 8:30 a.m. and 4 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

ASSAULTED WOMEN'S AND CHILDREN'S COUNSELLOR/ADVOCATE

GBC Code AP1150
Nightingale Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Applicants must complete a questionnaire and may be invited to attend an information session. The mature student with personal, volunteer, or employment experience in women's services is the preferred applicant for this program.

ABOUT THE PROGRAM:

This program provides students with a feminist analysis of the political and counselling issues related to violence against women and children. It trains students to be change agents in their work of community education, political action and law reform. It prepares students to provide counselling and advocacy for women and children who have experienced or are experiencing violence. It offers a feminist perspective on violence against women and children. A major portion of the program is the field work component.

This program is unique in Canada.

CAREER PROSPECTS:

Graduates will work in a variety of settings, including transition and interval houses, rape crisis centres, women's health centres, community centres, and victim/witness programs.

SEMESTER 1	16 WEEKS
AWC110	Group Process I (Support Groups)
AWC100	Women, Race & Class
AWC113	Gender Identity Development
AWC122	Introduction to Feminist Counselling
AWC106	Introduction to Feminism
AWC214	Child Witnesses to Wife Assault
AWC109	Violence Against Women Partners: Social & Political Issues
AWC108	Introduction to Violence Against Women & Children
ENG161	English
COMM120	College English

SEMESTER 2	16 WEEKS
AWC111	Group Process II (Group Dynamics)
AWC102	Psychology of Women
AWC207	Feminist Counselling: Theory & Practice
AWC118	Violence Against Women Partners: Counselling Issues
AWC115	Field Work Seminar I
AWC116	Field Placement (2 days)
AWC123	Cross Cultural Communications
ENG165	Report Writing

SEMESTER 3	16 WEEKS
AWC201	Group Process III (Group Leadership)
AWC117	Child Rape: Counselling Issues
AWC208	Reality of Rape: Social & Political Issues
AWC209	Feminist Political Action I
AWC119	Women & the Law I
AWC215	Field Work Seminar II
AWC216	Field Placement II (3 days)

SEMESTER 4	16 WEEKS
AWC211	Group Process IV (Working with Community Groups)
AWC210	Feminist Political Action II
AWC213	Reality of Rape: Counselling Issues
AWC202	Women and the Law II
AWC225	Field Work Seminar III
AWC226	Field Placement III (3 days)
AWC206	Child Rape: Social & Political Issues

For more information, call the Community Services Division at (416) 867-2310 between 8:30 a.m. and 4 p.m.

CHILD AND YOUTH WORKER

GBC Code AP1110
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Advanced English at the senior level is strongly recommended.

All applicants must have a minimum of 60 hours of documented volunteer or work experience with older children or adolescents, which could have been gained through recreation, camp counselling, "Y" programs or volunteer community programs. This is excluding co-operative education programs taken through secondary schools.

Applicants must complete a questionnaire and may be invited to attend an information session. Successful applicants must submit proof of a satisfactory medical examination.

ABOUT THE PROGRAM:

The program develops therapeutic skills and abilities in students, enabling them to work creatively with other professionals concerned with the care and treatment of children and adolescents with problems. The academic subjects taken in the program are correlated closely with continuous supervised field experience. The development of self-awareness and emotional maturity is emphasized along with the ability to relate effectively to other people.

Field placements for this program include some of the most prestigious agencies and institutions in Canada, such as psychiatric hospitals, group homes and special education classrooms. In second and third year, students are expected to work shifts (not overnight) and may be requested to work one weekend per month.

This program is also available part-time for people who now work with troubled children or adolescents.

CAREER PROSPECTS:

Graduates find employment in treatment centres, group homes, hospitals, schools and community-based treatment programs. Employment prospects are excellent.

ADVANCED STANDING:

Graduates may qualify for exemptions in Community Services programs at George Brown College.

SEMESTER 1	16 WEEKS
CHI110	Health and Nutrition
CHI111	Introduction to Psychology
CHI112	Human Growth and Development
CHI113	Therapeutic Activities
CHI102	Integrative Seminar
CHI115	Group Dynamics
CHI121	Field Practice
CHI122	Introduction to Child and Youth Care
COMM 120	College English

SEMESTER 2	16 WEEKS
CHI112	Human Growth and Development
CHI115	Group Dynamics
CHI109	Interviewing and Counselling I
CHI113	Therapeutic Activities
CHI119	Child & Youth Work Methods I
CHI102	Integrative Seminar
CHI121	Field Practice
CHI124	Therapeutic Foundations
COMM127	Field Writing and Options

SEMESTER 3	16 WEEKS
CHI209	Interviewing & Counselling II
CHI201	Adolescent Development
CHI230	Programming for Adolescents
CHI200	Family Process
CHI212	Child & Youth Work Methods II
CHI213	Integrative Seminar
CHI214	Field Practice
CHI118	Introduction to Sociology

SEMESTER 4	16 WEEKS
CHI207	Working with Families
CHI206	Human Sexuality
CHI212	Child and Youth Work Methods II
CHI213	Integrative Seminar
CHI214	Field Practice
CHI215	Assessments and Plans of Care

SEMESTER 5	16 WEEKS
CHI312	Exceptional Children
CHI321	Psychopathology I
CHI303	Supervision and Team-building
CHI305	Integrative Seminar
CHI306	Field Practice
CHI204	Research Methods

SEMESTER 6	16 WEEKS
CHI300	Values, Ethics and Professionalism
CHI331	Psychopathology II
CHI308	Integrating Theory and Practice
CHI319	Legislation and Social Issues
CHI305	Integrative Seminar
CHI306	Field Practice

For more information, call the Community Services Division at (416) 867-2185 between 8 a.m. and 4 p.m.

COMMUNITY WORKER

GBC Code AP1070
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Background courses in sociology, social issues, political science, history and English are strongly recommended. Applicants must complete a questionnaire and may be invited to attend an information session.

BACKGROUND:

Related work experience, extensive life experience, and previous community involvement are assets. Effective communication skills, a belief in the involvement of people in decision making and a commitment to human rights and social justice are essential.

ABOUT THE PROGRAM:

This is the only undergraduate program in community development in Ontario. The Community Worker program enables people with a commitment to community work to enhance and develop their knowledge and skills. Graduates of this program provide leadership to community groups who need help in identifying and taking action on community problems.

The program consists of classroom instruction and field work practice. Emphasis is placed on sharing ideas and experiences with students and faculty who represent an unusually broad variety of cultural backgrounds.

This program is unique in Ontario.

CAREER PROSPECTS:

The community worker is a generalist in community development who works primarily in a resource capacity with groups and community organizations. Graduates are employed in co-operatives, advocacy groups, community centres, health and legal clinics, immigrant and refugee services, women's organizations, and in organizing new community services.

ADVANCED STANDING:

Students who successfully complete this program may qualify for exemptions in social work at Ryerson Polytechnical University, in social science/sociology programs at York University, and in the Human Services Counsellor program at George Brown.

SEMESTER 1	16 WEEKS
CW122	Human Growth & Behaviour
CW131	Interpersonal Communications
CW132	Sociology
CW134	Field Work Preparation
CW135	Community Work Theory & Practice I
CW136	Political Science I
CW144	Human Rights
COMM120	College English

SEMESTER 2	16 WEEKS
CW126	Business Administration
CW137	Field Work I
CW138	Field Work Seminar I
CW139	Community Work Theory & Practice I
CW140	Political Science I
CW141	Group Dynamics I

SEMESTER 3	16 WEEKS
CW223	Counselling
CW243	Field Work II
CW244	Field Work Seminar II
CW245	Community Work Theory & Practice II
CW246	Political Science II
ELECT	Elective

SEMESTER 4	16 WEEKS
CW241	Group Dynamics II
CW247	Field Work II
CW248	Field Work Seminar II
CW249	Community Work Theory & Practice II
CW250	Political Science II
ELECT	Elective
ELECT	Elective

Electives differ according to student interest and community trends. Examples of electives include: Cross Cultural and Anti-Racism, Community Legal Services, Social Housing, Community Economic Development, Social Movements, Canadian Social Welfare, Women's Studies.

NOTE: These requirements are subject to change before Fall 1993.

For more information, call the Community Services Division at (416) 867-2185 between 8:30 a.m. and 4 p.m.

SEE OUR CAREER AND WORK COUNSELLING PROGRAM IN THE ACCESS DIVISION PAGES.

EARLY CHILDHOOD ASSISTANT
(FORMERLY DAYCARE ASSISTANT)

GBC Code AP1120
Nightingale Campus
1 Year (2 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Basic level credits will be considered on an individual basis. Applicants must complete a questionnaire and may be invited to attend an information session.

Before entering Semester 2, students are required to produce evidence that they have completed a Standard First Aid course.

BACKGROUND:
Previous work/volunteer/co-op experience with young children is desirable, but not essential. Courses in family studies (with a daycare focus) are recommended. Successful applicants must submit proof of a satisfactory medical examination.

ABOUT THE PROGRAM:
The program trains students to work as assistants with young children age six weeks to 10 years, in daycare centres, nursery schools, and family home daycare settings. Emphasis is placed on basic skill development. Within each semester, the weeks are divided into three days of classroom theory and two days of field experience. In addition, there is a two-week block field placement in each semester.

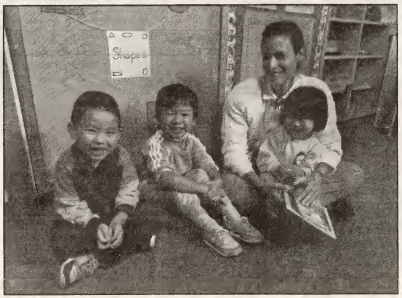
CAREER PROSPECTS:
Graduates find employment as assistant teachers in daycare centres, nursery schools, or as family home daycare providers.

ADVANCED STANDING:
Graduates are eligible to apply to the second year of the college's Early Childhood Education (AP1050) program.

SEMESTER 1	16 WEEKS
DAY100	Infant and Child Development
DAY101	Interpersonal Communications
DAY102	Principles of Daycare I
DAY106	Music and Storytelling
DAY104	Creative Activities
DAY107	Field Work Seminar
DAY105	Field Work
ELS123	Language and Communications

SEMESTER 2	16 WEEKS
DAY100	Infant and Child Development
DAY101	Interpersonal Communications
DAY112	Principles of Daycare I
DAY104	Creative Activities
DAY103	Health, Safety and Nutrition
DAY107	Field Work Seminar
DAY105	Field Work
ELS123	Language and Communications

For more information, call the Community Services Division at (416) 867-2310 between 8:30 a.m. and 4 p.m.



EARLY CHILDHOOD EDUCATION

GBC Code AP1050
Nightingale Campus
2 Years (4 semesters)
OCAS Apply to OCAS

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Applicants must complete a questionnaire and may be invited to attend an information session. Successful applicants must submit proof of a satisfactory medical examination. By the end of Year 2, students are required to produce evidence that they have completed a Standard First Aid course.

BACKGROUND:
Experience in working with young children is desirable.

ABOUT THE PROGRAM:
This program enables students to gain skills and knowledge through a unique system of alternate blocks of classroom theory and field practice. George Brown's program provides theoretical and practical training with infant, toddler, pre-school and school-age children. The program prepares students to work in nursery and childcare settings with children aged six weeks to 10 years, including children with special needs. Emphasis is placed on integration of theory and practical skills. This unique program is divided evenly into alternating academic and field work blocks, e.g., Semester I has eight weeks of theory classes followed by seven weeks of practical experience in an approved centre. Graduates receive an Early Childhood Education Diploma.
This program is also offered part-time.

CAREER PROSPECTS:
Graduates find employment in daycare centres and nursery schools. Opportunities also exist in pediatric playrooms, special education settings, parent-child resource centres, junior kindergarten and therapeutic nursery programs. Graduates are eligible to apply for advanced standing in degree programs.

SEMESTER 1	16 WEEKS
ECE100	Infant and Child Development
ECE101	Health, Safety & Nutrition
ECE103	Interpersonal Communications
ECE119	Principles of Daycare I
ECE106	Creative Expression I
PSY107	Introductory Psychology
ECE110	Field Work Seminar
ECE113	Field Practice
COM120	College English
SOC106	Intro Sociology
ELS121	English Skills I (if required)
ECE112	*Infant/Toddler Skills I OR
ECE115	Pre-School Skills II OR
ECE223	School-age Skills III

SEMESTER 2	16 WEEKS
ECE100	Infant and Child Development
ECE101	Health, Safety & Nutrition
SOC106	Introductory Sociology
ECE103	Interpersonal Communications
ECE106	Creative Expression I
ECE119	Principles of Daycare I
COM127	Field Writing
ECE111	Field Work Seminar
ECE114	Field Practice
ELS119	Language and Communications
PSY107	Intro Psychology
ECE112	Infant/Toddler Skills I OR
ECE115	Pre-School Skills II OR
ECE223	School-age Skills III

SEMESTER 3	16 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE204	History and Philosophy of ECE
ECE220	Policy, Management and Legislation
ECE206	Family Dynamics
ECE207	Parent Involvement
ECE210	Field Work Seminar
ECE212	Field Practice
ECE217	Principles of Daycare II
ECE209	Creative Expression II
ECE112	Infant/Toddler Skills I OR
ECE115	Pre-School Skills II OR
ECE223	School-age Skills III

SEMESTER 4	16 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE204	History and Philosophy of ECE
ECE220	Policy, Management and Legislation
ECE206	Family Dynamics
ECE207	Parent Involvement
ECE211	Field Work Seminar
ECE213	Field Practice
ECE217	Principles of Daycare II
ECE209	Creative Expression II
ECE112	Infant/Toddler Skills I OR
ECE115	Pre-School Skills II OR
ECE223	School-age Skills III

*Over the four semesters, students must complete Skills I, II, and III.

For more information, call the Community Services Division at (416) 867-2310 between 8:30 a.m. and 4:00 p.m.

HEALTH CARE AIDE

GBC Code AP7530
St. James Campus
16 Weeks
Apply to OCAS

Starting: September, January, March/April
Certification: Certificate
Summer placement depending on start date

PREREQUISITES:
Facility in English. Attend an information session. Successful applicants must submit proof of a satisfactory medical examination.

ABOUT THE PROGRAM:
This program provides excellent teaching in the basic training necessary for those who wish to work with patients in long-term or chronic care facilities.

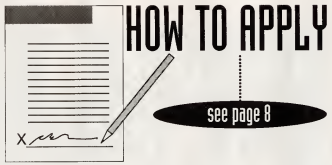
Graduates of the program work under the supervision of registered nurses or registered nursing assistants. The health care aide is expected to provide personal care for the comfort and safety of residents and be involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident. In addition, the health care aide observes, reports and assists in maintaining records of changes in condition of residents and thus shares in the responsibility for the total care of the residents.

The Health Care Aide program was developed and is recognized by the Ministry of Health, the Ministry of Education and Training and the Ministry of Community and Social Services.

CAREER PROSPECTS:
Health care aides find employment in chronic care institutions, extended care facilities, nursing homes and homes for the aged as well as in private homes and some acute care hospitals.

COURSES	16 WEEKS
CARE900	Communications
CARE901	Biological Needs
CARE903	Social and Emotional Needs
CARE909	Activation and Ambulation
CARE908	Personal Care
CARE910	Field Practice

For more information, call the Community Services Division at (416) 867-2185 between 8:30 a.m. and 4 p.m.



HUMAN SERVICES COUNSELLOR
(FORMERLY ADDICTION COUNSELLOR)

GBC Code AP1100
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. All applicants must have a minimum of 60 hours of documented volunteer or work experience. Applicants must complete a questionnaire and may be invited to attend an information session. Successful applicants must submit proof of a satisfactory medical examination.

BACKGROUND:
The program is primarily aimed at the mature student with volunteer social service experience, post-secondary school, work or a combination of these. The person able to communicate well and to show empathy is preferred. Generally, individuals who have experienced substance abuse, psychiatric care, or incarceration may be considered after two years of chemical-free and/or community integrated lifestyle. The program is very intensive and emotionally demanding.

ABOUT THE PROGRAM:
George Brown was the first college in Ontario to offer a program specializing in addiction counselling. The program offers three areas of concentration: Addictions, Mental Health and Criminal Justice. Each student selects a major and minor concentration by the end of the second semester and focuses on those areas with study, research and extensive field work.

The concentration in Addictions emphasizes concepts developed jointly by the Addiction Research Foundation of Ontario and the college.

A major portion of the program is 1,000 hours of supervised and evaluated field work. Students attend classes three days a week with two days of field work in first year, and two days of classes with three days of field work in second year. The program is also offered part-time.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates find employment in a variety of settings such as the Donwood Institute, Operation Springboard, John Howard Society, halfway houses, detox centres, community centres, group homes and other agencies in the addiction, mental health and correctional fields. Some use both their diploma and other training experience to work in very specialized settings such as psychiatric group practice, community colleges and life skills programs.

ADVANCED STANDING:
This program may qualify students for exemptions in credits of the Bachelor of Arts program at York University's Atkinson College. Students may also get exemptions from other community services programs at George Brown and other colleges.

SEMESTER 1	16 WEEKS
HUS100	Field Work I
HUS101	Field Work Seminar I
HUS102	Counselling Theory and Practice I
HUS103	Group Process I
HUS104	Human Growth and Behaviour
HUS105	Sociology
HUS106	Introduction to Human Services
HUS107	Intro to Basic Research Skills
HUS110	Counselling Practice Laboratory
COMM120	College English

SEMESTER 2	16 WEEKS
HUS100	Field Work I
HUS101	Field Work Seminar I
HUS102	Counselling Theory and Practice I
HUS103	Group Process I
HUS104	Human Growth and Behaviour
HUS105	Sociology
HUS109	Life Skills I
HUS110	Counselling Practice Laboratory
HUS115	Values, Ethics and Professionalism

SEMESTER 3	16 WEEKS
HUS200	Field Work II
HUS201	Field Work Seminar II
HUS202	Counselling Theory and Practice II
HUS203	Group Process II
HUS209	Life Skills II
Choose 2 of the following 3 electives, one as a major area of concentration and one as a minor:	
HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration
Choose the special studies related to your major area of concentration:	
HUS228	Special Studies in Addictions
HUS230	Special Studies in Mental Health
HUS232	Special Studies in Criminal Justice

SEMESTER 4	16 WEEKS
HUS200	Field Work II
HUS201	Field Work Seminar II
HUS202	Counselling Theory and Practice II
HUS203	Group Process II
HUS210	Pharmacology and Physiology
Continue choices of major area of concentration and minor:	
HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration
Choose the Special Studies related to your major area of concentration:	
HUS228	Special Studies in Addiction
HUS230	Special Studies in Mental Health
HUS232	Special Studies in Criminal Justice

For more information, call the Community Services Division at (416) 867-2185 between 8:30 a.m. and 4 p.m.

INTERVENOR (FOR DEAF-BLIND PERSONS)

GBC Code AP1160
Nightingale Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Applicants must complete a questionnaire and may be invited to attend an information session. Successful applicants must submit proof of a satisfactory medical examination.

ABOUT THE PROGRAM:
Intervenors act as the eyes and ears for people who are both deaf and blind. Students will learn to help people with this dual disability to communicate and become more independent, and, in some situations, they assist them with the activities of daily living. This unique program was developed in partnership with a number of community organizations and associations such as the CNIB, Canadian Deaf-Blind and Rubella Association, Canadian National Society of the Deaf-Blind, and the Deaf-Blind Association of Toronto. Through alternative communication methods, intervenors enable deaf-blind people to access information and interact with their environment. Students gain knowledge and skills to work with deaf-blind children and adults, as well as theory and practical experience in the specialized techniques of intervention.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates will be qualified for a career as an intervenor with: boards of education, social service agencies, deaf-blind persons, families of deaf-blind persons, community residential settings, government agencies, and specialized school programs and institutions.

SEMESTER 1	16 WEEKS
INT119	Human Growth & Anatomy I
INT120	Interpersonal Skills
INT121	Intro. to Field & Community Resources
INT122	Deaf-Blind Communications I
INT123	Deaf-Blind Communications II
INT124	Assistive Devices O & M
INT125	Psycho-Sociology I
ENG134	English

SEMESTER 2	16 WEEKS
INT118	Field Work Practice
INT126	Field Work Seminar
INT127	Deaf-Blind Communications I
INT128	Deaf-Blind Communications II
INT129	Human Growth & Anatomy I
ENG153	English

SEMESTER 3	16 WEEKS
INT210	Values, Ethics & Professionalism
INT216	Field Work Seminar
INT217	Field Work Practice
INT218	Deaf-Blind Communications I
INT219	Deaf-Blind Communications II
INT(TBA)	Deaf-Blind Communications III
INT234	Current Issues & Practices

SEMESTER 4	16 WEEKS
INT227	Research
INT228	Field Work Practice
INT229	Field Work Seminar
INT231	Deaf-Blind Communications I*
INT232	Deaf-Blind Communications II*
INT233	Deaf-Blind Communications III*
INT(TBA)	Psycho-Sociology II

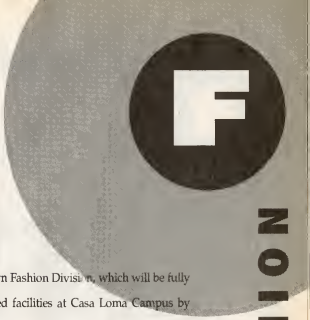
*Students will select two of the courses indicated.

For more information, call the Community Services Division at (416) 867-2310 between 8:30 a.m. and 4 p.m.

FASHION DIVISION

Dean:
Brian Cooper

Chairperson:
Peter Felder,
Fashion Technology



The George Brown Fashion Division, which will be fully relocated in renovated facilities at Casa Loma Campus by January 1994, offers students the widest choice of career options in Canada.

Programs like Creative Fashion Design, Fashion Management and Apparel Pattern Drafting and Industrial Sewing Machine Technician provide students with the basic and technical skills required to enter this highly rewarding, exciting and ever-changing industry. Many of our graduates become well-respected leaders of the fashion industry. Many become entrepreneurs in developing their own particular trademark on the fashion scene. Furniture Production and Design, Furniture Upholstery, Furniture Woodworking and Finishing are taught by some of Canada's top tradespersons providing quality graduates who are in high demand. The arts and crafts are well represented at George Brown with Gem Setting, Gemmology, Jewellery Arts, Jewellery Repair and Ceramics providing their distinctive imprint on Canada's art scene. Our Jewellery Arts program enjoys a solid international reputation both for the quality of its curriculum and the quality of its graduates. Our Advanced Apprenticeship Hairstyling program is one of the best known in Canada. More and more students are combining and building careers with a diversity of job options. Increasing numbers of our graduates open and operate their own business. Why not explore the lifelong series of full- and part-time programs along the many avenues to fashion at George Brown? Call (416) 867-2382 for more information.

APPAREL PATTERN DRAFTING

GBC Code FT540
Casa Loma Campus
1 Year (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:

George Brown College Academic Upgrading/College Preparation program to Level 2 or equivalent (Grade 10 with credits at or above general level) technical math, English and sewing, or mature student status (see page 7). Qualified applicants must attend an orientation session and submit acceptable examples of previous sewing experience. Background courses in illustration or related to manual dexterity are helpful.

ABOUT THE PROGRAM:

This program focuses on drafting and sewing and is unique in the college system. It emphasizes the technical aspects of garment construction; making patterns; grading (sizing); and preparing to become designers' assistants. Students learn to operate a variety of industrial sewing machines and to construct a number of garments, always striving to achieve proper fit in a variety of sizes.

The program includes an introduction to the study of body types by size and proportion, so that grading between sizes can be accomplished by the student to fit various body types and dimensions. Instruction is provided in the characteristics of fabrics and thread used in construction.

Appropriate communications instruction is provided, along with resume preparation, fashion illustration and costume history.

Given that many companies and businesses are small in size, the new employee often gains a variety of experience through total involvement in the firm's activities. Successful candidates will exhibit positive attitudes and be self-motivated.

This program is unique in Ontario.

CAREER PROSPECTS:

The pattern drafting graduate is fully prepared to enter the field in an area that is extremely receptive to saleable ideas in styling and production.

Careers in manufacturing, wholesale, retail and small design houses include: assistant designer, pattern maker/grader, illustrator, stylist, sample maker, pattern alterationist, fitter or alterationist, custom seamstress, workroom supervisor/trainee, salesperson, quality control specialist, fashion co-ordinator, entrepreneur.

ADVANCED STANDING:

Students who successfully complete this program may be eligible for exemptions in the Creative Fashion Design (FT1010) program.

SEMESTER 1	18 WEEKS
PAT543A&B	Apparel Pattern Drafting I
PAT542A	Grading I
FASH544	Fashion Illustration I
DRES562	Elementary Dressmaking
SEW562	Sewing Machine Operation I

SEMESTER 2	17 WEEKS
PAT545	Apparel Pattern Drafting II
PAT556A	Grading I
PAT546A	Apparel Pattern Drafting III
FASH554	Fashion Illustration II
DRES571	Advanced Dressmaking
SEW563A	Sewing Machine Operation II
ENG532	Fashion Communications

For more information, call Christine Halliday or the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

CERAMICS

GBC Code FT1060
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September 1995
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants are interviewed by department staff.

ABOUT THE PROGRAM:

George Brown's Ceramics program provides comprehensive training for the designer/craftsperson who chooses clay as the medium for expression. Its broad curriculum emphasizes proficiency in a wide variety of ceramic techniques. It emphasizes technical expertise in wheel throwing, hand building, and casting.

Throughout the program, students are encouraged to develop their own artistic expression and style — with limited enrolment permitting individual attention by faculty.

The program allows for specialization in the third and fourth semesters by concentrating the skills development in either three or two areas chosen by the student. The option selected in semester 3 may be carried into semester 4, or a new option may be selected.

This combination of technical expertise and aesthetic development prepares students for careers in ceramics as craftspeople, designers, or entrepreneurs.

CAREER PROSPECTS:

Graduates of the Ceramics program work as studio artists or take design and supervisory positions in the ceramics industry. Many enterprising graduates establish their own studios and businesses making functional and one-of-a-kind decorative objects.

ADVANCED STANDING:

Students who successfully complete this program may be eligible to enter the third year of the Bachelor of Arts program in jewellery arts at the Nova Scotia College of Art and Design. They may also be eligible to enter programs in third year at Sheridan College's School of Craft and Design.

Semesters 1 and 2 are common to all students in this program. In semesters 3 and 4, students specialize by choosing one of four options.

Option 1 — Throwing, Mouldmaking, Handbuilding
Option 2 — Throwing, Mouldmaking
Option 3 — Throwing, Handbuilding
Option 4 — Handbuilding, Mouldmaking

SEMESTER 1	18 WEEKS
DES101	Design Studies
CER122	Mouldmaking and Slip Casting
CER107	Clay and Glaze Technology (Theory and Practice)
CER121	Wheel Throwing
CER123	Handbuilding
COMM120	College English

SEMESTER 2	17 WEEKS
DES150	Design Studies
CER172	Mouldmaking and Slip Casting
CER157	Clay and Glaze Technology
CER171	Wheel Throwing
CER173	Handbuilding
COMMXXX	Communications for Ceramics Students

SEMESTER 3	18 WEEKS
CER205	Clay and Glaze Technology
DES201	Design
HIST202	Ceramic Art History
CER221	Wheel Throwing (with Options 1, 2 and 3)
CER222	Mouldmaking and Slip Casting (with Options 1, 2 and 4)
CER223	Handbuilding (with Options 1, 3 and 4)
SBM201A	Small Business Management (with Options 1, 2, and 3)
INDS202	Independent Study — Lab Project (with Options 2, 3 and 4)

SEMESTER 4	17 WEEKS
CER257	Ceramic Technology
DES251	Design
HIST252	Ceramic Art History
CER271	Wheel Throwing (with Options 1, 2 and 3)
CER272	Mouldmaking and Slip Casting (with Options 1, 2 and 4)
CER273	Handbuilding (with Options 1, 3 and 4)
SMB201B	Small Business Management (with Options 1, 2 and 4)
INDS272	Independent Study — Lab Project (with Options 2, 3 and 4)

For more information, call Gerald Johns at (416) 944-4470/4465 between 9 a.m. and 4 p.m.

CREATIVE FASHION (DESIGN)

GBC Code FT101
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

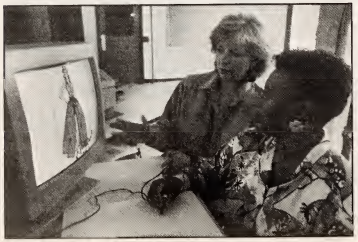
PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Pre-entrance orientation session. Applicants must submit a relevant portfolio and sewing samples.

BACKGROUND:
Credits in art, family studies, mathematics, illustration, sewing techniques and social sciences are desirable.

ABOUT THE PROGRAM:
This program provides students with a thorough foundation in the skills needed to design and produce a variety of garments. The program simulates as closely as possible the fashion industry's standards, practices, and facilities. Students learn basic sewing and garment assembly skills and then progress to pattern making, pattern grading, garment construction and illustration. Elective computer courses give students the opportunity to design, make markers, and draft patterns on computers using leading-edge technology. An annual fashion show highlights individual student designs and marketing ideas. Students are graded on their abilities, creativity, and end results. Local and national design competitions and field trips to the industry allow students to pursue their fashion interests. Some scholarships and awards are presented each year.

CAREER PROSPECTS:
Graduates can go on to careers as pattern makers, designers and assistant designers, fashion promotion specialists, assistant buyers, stylists, merchandise assistants, salespeople, or store managers. Workplaces range from small specialty shops to large design houses and retail chains, and many graduates work as entrepreneurs in their own businesses.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for exemptions in fashion design at Ryerson Polytechnical University.



SEMESTER 1	18 WEEKS
SEW141	Sewing Technology
PAT141	Apparel Pattern Drafting I
BUS117	Business Principles
PAT138	Pattern Drafting and Design
AT141	Apparel Technology I
FAB100	Fabrics I
FASH107	Fashion Illustration I
AT142	Apparel Technology Pre-cut/Samples
ELECT000	Elective

SEMESTER 2	17 WEEKS
SEW156	Sewing Laboratory - Advanced
PAT153	Apparel Pattern Drafting II
AT153	Apparel Technology Part II
PAT145	Grading Blocks
FASH157	Fashion Illustration II
AT154	Apparel Technology Samples/Projects
PAT152	Swimwear/Activewear
ENG105	Communications
ELS121	English Skills

SEMESTER 3	18 WEEKS
PAT201	Apparel Pattern Drafting IIIA
AT243	Apparel Technology IIIA
PAT202	Apparel Pattern Drafting IIIB
AT246	Apparel Technology IIIC
PSY207	Industrial Psychology (or ENG105)
PAT282	Pattern Grading
ELEC000	Elective

Choose 1 of the following electives:

GCD200	Creative Designer
FAB100	Fabric
ACUP300	AccuMark 300 (PDS)
ACCU200	AccuMark

SEMESTER 4	17 WEEKS
AT263	Apparel Technology IVA
AT264	Apparel Technology IVB
AT265	Apparel Technology
PAT261	Apparel Pattern Drafting IV
PAT262	Fitting Technical Corrections
SBM103	Business
GRAD219	Grading (Styles and Rule Tables)
ELEC000	Elective

Choose 1 of the following electives:

GCD200	Creative Designer
ACCU200	AccuMark 300
ACUP300	AccuMark 300 (PDS)
COLR101	Colour Analysis

For more information, call Christine Halliday or the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

FASHION MANAGEMENT

GBC Code FT1030
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Qualified applicants will attend an orientation session at the college prior to acceptance into the program.

BACKGROUND:
Credits in business math and English, and good communication skills, are desirable.

ABOUT THE PROGRAM:
The Fashion Management program provides students with many of the basic skills necessary to enter this exciting field. Many employers welcome graduates because their training is well matched with the needs of the fashion world and related industries.

Starting with a hands-on course in sewing, the curriculum includes fabric analysis and sewing machine technology to provide the student with first-hand knowledge of operations performed in an apparel manufacturing organization.

There is in-depth concentration on business and retail and manufacturing practices as well as many production techniques.

Students operate their own retail store on campus. Starting with a small fund, they make and/or buy merchandise for resale to other students. In this part of the curriculum, students are responsible for promotion, purchasing, display, sales and accounting procedures, and are graded on their effectiveness in operating profitably in a team effort.

In addition to the various courses of study, each student spends a period of time each year working in the industry gaining practical work experience. Placement may be in manufacturing, distribution, marketing, etc., providing relevant industry knowledge. Through this experience, most Fashion Management program students secure their first career-oriented permanent positions by the time of graduation.

CAREER PROSPECTS:
Graduates of the Fashion Management program are prepared for many of the following positions depending upon their aptitudes, desires and abilities: product coordinator; production supervisor; production scheduler; production assistant; time study engineer; quality control manager; training supervisor; costing analyst; assistant merchandise manager; merchandise manager; human resources director; foreperson; assistant foreperson; computer assistant; purchasing agent; warehouse manager; retail store manager; retail store buyer; merchandise clerk; marketing director; systems analyst; consultant.

ADVANCED STANDING:
Students who successfully complete this program are eligible for exemptions at many U.S. universities that offer a Bachelor's degree in fashion management.

SEMESTER 1	18 WEEKS
AT112	Fashion Merchandising I
BUS117	Business Principles
ENG105	Communications
PRGM125	Microcamputer Introductory
MATH172	Mathematics (Computer Assisted)
SEW141	Sewing Laboratory
FAB100	Fabrics I
ACC113	Accounting — Methods and Techniques
AT105	Apparel Machinery & Equipment
PAT102	Design & Cutting Room Technology

SEMESTER 2	25 WEEKS
AT113	Fashion Promotion
RSCH251	Research
FAB160	Fabrics Analysis and Laboratory
PROD200	Production Scheduling
BUS159	Business Laboratory I
PSY204	Psychology/Sociology
ACC151	Accounting — Financial Management
PRGM135A	Microcamputer Intermediate
AT193	Fashion Retail Management
PWE163	Practical Work Experience
AT111	Garment Analysis
AT200	Quality Control

SEMESTER 3	18 WEEKS
ACC216	Advanced Accounting
AT221	Apparel Marketing
PRGM225	Microcamputer Applications I
AT203	Garment Costing I
AT262	Production Management
BUS200	Business Laboratory II
AT102	Work Measurement Technology I
ENG129	Organizational Behaviour
AT122	Fashion Merchandising II — Store Design
AT266	Production Applications (Computer assisted)
MAN204	Fundamentals of Management

SEMESTER 4	21 WEEKS
AT205	Fashion Buying
AT250A	Garment Costing — Computer Oriented
ACC262	Advanced Accounting — Budgeting & Forecasting
AT261	Apparel Marketing — Advanced
PRGM235	Microcamputer Applications II
FAB200	Textile and Fabric Manufacturing
RSCH251	Research
PWE263	Practical Work Experience
EC112	Introduction to Ecanamics
AT272	Management Strategy
MAN212	Operations Management
AT151A	Work Measurement II

Note: This program is under review and courses are subject to change.

For more information, call Dave Dawson or the Fashion Division receptionist at (416) 867-2382.

FURNITURE TECHNICIAN — PRODUCTION & DESIGN

GBC Code FT1040
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Qualified applicants will attend an orientation session at the college prior to acceptance into the program.

BACKGROUND:
Experience in drafting, woodworking, finishing or upholstery is an asset.

ABOUT THE PROGRAM:
This program gives students exposure to a broad scope of areas within the furniture trade, including upholstery, woodworking and finishing. One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The furniture industry is in constant demand of skilled men and women to fill career-oriented positions in a wide range of related areas.

The furniture industry is engaged in the production and distribution of furniture for home use, and the construction and sale of fixtures, cabinets, racks and industrial equipment for use by manufacturers, retailers, schools, hospitals and transportation groups.

In the first year, the program concentrates on the three main skills in furniture manufacturing: cabinet-making, finishing and upholstering. Subjects covered include construction, design, factory organization and costing. Students work in a variety of materials including fabrics, woods and plastics. They are encouraged to work in the industry in the summer, in preparation for specialization in one of the three main areas in second year.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
There is an ever-increasing need for skilled tradespeople in all areas of furniture design and production: cabinet maker; upholsterer and re-upholsterer; estimator, production supervisor, production line employee; furniture refinisher; furniture salesperson; furniture merchandise manager; consultant; display equipment specialist; interior decorator advisor; office furniture specialist.

Types of industries: Custom shops, larger furniture manufacturers, retail stores, office equipment companies, furniture restoration companies, specialty shops.

OPTIONS:
Woodworking, finishing, upholstery.

Semesters 1 and 2 are common to all students in this program. In semesters 3 and 4, students specialize by choosing one of three options:

Option 1 — Woodworking
Option 2 — Finishing
Option 3 — Upholstery

SEMESTER 1	18 WEEKS
FURN110	Cabinet Making and Wood Machining I
FURN111	Woodworking Theory & Materials I
FURN117	Finishing I
FURN104	Upholstery I
FURN112	Upholstery Theory & Materials I
FURN106	Technical Drawing & Blueprint Reading
FURN109	Furniture Theory & Materials I
FURN107	Design Interiors I
SBM135	Math/Small Business Management

SEMESTER 2	17 WEEKS
FURN113	Cabinet Making & Wood Machining II
FURN153	Finishing II
FURN154	Upholstery II
FURN114	Upholstery Theory & Materials II
FURN156	Technical Drawing II
FURN115	Furniture Production Management I
AUD150	Audit Relevant Courses — Course Projects
FURN116	Design Interiors II
FURN159	Finishing Theory & Materials II

SEMESTER 3	18 WEEKS
FURN212	Design Interiors III
FURN213	Furniture Production Management III
FURN206A	Techical Drawing — Computer Assisted
SBM232	Math/Small Business Management
FURN219	Woodworking Theory & Materials I (with Optian 1)
FURN220	Cabinet Making and Wood Machining III (with Options 1 and 2)
FURN221	Wood Finishing and Restoration (with Options 1 and 3)
FURN 203	Finishing III (with Option 2)
FURN224	Finishing Theory & Materials III (with Optian 2)
FURN225	Plastics in Furniture I (with Options 1 and 2)
FURN204A	Upholstery III (with Optian 3)
FURN216	Industrial Sewing Machine Maintenance I (with Optian 3)
FURN227	Upholstery Theory & Materials III (with Optian 3)

SEMESTER 4	17 WEEKS
FURN257A	Design Interiors IV
FURN258	Furniture Production Management IV
ENG203	Technical Communications
FURN223	Cabinet Making and Wood Machining IV (with Optian 1)
FURN256	Technical Drawing (with Optians 1 and 2)
FURN260	Plastics in Furniture (with Options 1 and 2)
FURN261	Wood Finishing & Restoration II (with Options 1 and 3)
FURN263	Finishing IV (with Optian 2)
FURN226	Finishing Theory & Materials IV (with Optian 2)
FURN254	Upholstery IV (with Optian 4)
FURN266	Industrial Sewing Machine Maintenance (with Optian 3)
FURN238	Upholstery Theory & Materials IV (with Optian 3)

Note: This program is under review and courses are subject to change.

For more information, call the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

FURNITURE UPHOLSTERY (REPAIR)

GBC Code FT5450
Casa Loma Campus
1 Year (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7). Good English comprehension. Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM:
This program is oriented towards smaller custom shops, where the focus is on entrepreneurship, flexibility and quality.

The program provides students with exposure to be a broad area within the furniture trade which includes: woodworking, finishing and upholstery. One third of the furniture industry is located in the Metro Toronto area. Besides the opportunity for entrepreneurship, the industry has a consistent demand for skilled tradespeople and offers a wide range of career options for both men and women.

In the first year, the program concentrates on the three main skill areas of furniture making: cabinet making, finishing and upholstery. Students are encouraged to work in the industry for the summer in preparation for specialization in one of the three skill areas in the second year.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Positions available include: production line employees such as upholsterers, cutters, sewers, springers, seat makers, arm makers, back makers, cushion fillers, estimators.

Custom upholsterers and sample makers are in big demand, though much experience is required for these positions.

Opportunities in related areas include: interior decorator, workroom assistant, repair employee, estimator, furniture salesperson, purchasing assistant, repair supervisor.

As the new employee gains experience, advancement to custom work and design is possible.

SEMESTER 1	18 WEEKS
FURN553	Upholstery, Springing, Cutting, Sewing
MATH535	Business Mathematics
ENG552	Language and Communications I
FURN551	Upholstery Theory
FURN552A	Wood Finishing & Touch Up I

SEMESTER 2	17 WEEKS
FURN563	Upholstery, Springing, Cutting, Sewing
ENG562	Language and Communications II
MATH537	Mathematics
FURN561	Upholstery Theory
FURN562A	Wood Finishing & Touch Up II

Note: This program is under review and courses are subject to change.

For more information, call the Fashion Division receptionist (416) 867-2382 between 8 a.m. and 4 p.m.

FURNITURE — WOODWORKING AND FINISHING

GBC Code FT5440
Casa Loma Campus
1 Year (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7). Good English comprehension. Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM:
This program focuses on custom cabinet making rather than on mass production work. One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The woodworking industry is in constant demand of skilled men and women to fill a wide range of positions.

The furniture industry is engaged not only in the production of furniture for home use, but construction of fixtures, cabinets, racks and industrial equipment for retailers, manufacturers, service agencies and others. Industry tradespeople must be familiar with cabinet-making and finishing.

The program focuses on these skills as well as on refinishing techniques for both new and old furniture. While manual skills are emphasized, the course content includes many aspects of production management, engineering and mathematics to enable the participant to deal successfully with a variety of employment situations. Students gain experience in a wide range of hand and power tools, with emphasis on simulating the industry as closely as possible. The history of furniture and theory of basic furniture design are also explored.

Under the direction of experienced professionals, students are gradually equipped to work in a variety of furniture companies, from small custom shops to large manufacturers. Successful candidates will exhibit positive attitudes and self-motivation.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Positions available to graduates include: cabinet maker, finisher and refinisher, furniture restorer/touch-up, furniture builder, specialty woodworker, production line employee, exhibition display builder, warehouse furniture repairer, interior decorator assistant, parts assembler, purchasing assistant.

Types of companies: Small custom shops, large manufacturers, retail stores.

ADVANCED STANDING:
Students who successfully complete this program may qualify for some exemptions to the Furniture Production and Design (FT1040) program.

SEMESTER 1	18 WEEKS
FURN552	Refinishing and Shop
WOOD552	Woodworking — Shop
WOOD551A	Woodworking — Theory
FURN554	Finishing — Theory
MATH534	Mathematics for Furniture Design I
FURN555	Technical Drawing I
FURN556	History of Furniture
ENG552	Language and Communications

SEMESTER 2	17 WEEKS
WOOD562	Woodworking — Shop
FURN562	Woodwork, Finishing and Refinishing
WOOD563	Production Management
FURN564	Refinishing — Theory
FURN 565	Technical Drawing II
FURN566	Furniture Design
ENG562	Language and Communications
MATH554	Mathematics for Furniture Design II

Note: This program is under review and courses are subject to change.

For more information, call the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

GEM SETTING

GBC Code FT4040
Casa Loma Campus
35 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of the Jewellery Arts Department.

BACKGROUND:
Good eyesight or corrected vision is essential.

ABOUT THE PROGRAM:
Gem setting is a highly technical skill requiring extensive knowledge of precious gemstones and materials, as well as techniques for applying them to various jewellery items.

Students learn how to prepare various types of settings to receive the stone, and the actual curving of the metal to secure it. In the process, they use a number of different tools such as the flex shaft, different burs, setting blocks, pliers, hammers, chasing tools, punshers, beading tools and others to create a variety of settings.

They are taught the skills of bezel setting, claw setting, bead setting, setting of jewel clusters and fancy shapes such as baquette and marquise. The work is performed on several metals and alloys of different hardnesses as well as on straight and curved surfaces. The retipping with and without stones in the settings is also practised. Students also study diamond grading and small business management.

The pleasure of working with gems is augmented by substantial material rewards for a good craftsperson in this field.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Most gem setters find employment with jewellery manufacturers, but they can also be self-employed or work for larger jewellery repair establishments.

SEMESTER 1	18 WEEKS
JWL418	Gem Setting V
SBM410	Small Business Management
GEM411	Diamond Grading and Evaluation
JWL411	Theory of Specialty
GEM412	Gemmology III

SEMESTER 2	17 WEEKS
JWL428	Gem Setting VI
SBM420	Small Business Management
GEM421	Diamond Grading and Evaluation
JWL421	Theory of Specialty
GEM422	Gemmology IV

For more information, call Christel Klocke at (416) 944-4433 between 8 a.m. and 3 p.m.

GEMMOLOGY

GBC Code FT1130
Casa Loma Campus
35 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM:
Excellent teaching and a solid foundation in the gemmology field have contributed to the success of students in this program. They learn to analyse and classify a large number of gem materials, both natural and artificially created. The study consists of analysing chemical and physical characteristics of gem and gem-like materials and identifying different gems. The gem materials are classified according to their desirable characteristics into categories, which eventually determine the value of the gems. To accomplish the identification and classification, students use a number of specially designed instruments, such as microscopes, spectroscopes, refractometers, polariscopes and others. People who are colour-blind will have great difficulty with this program.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates from this program find employment in jewellery enterprises on wholesale and retail levels. With some additional training and experience in the jewellery industry, some become jewellery appraisers. The program combines the best features of both the British and American certification programs. Graduates may write the Canadian Gemmological Association (F.C.Gm.A.) exams and the British (F.G.A.) exams to obtain internationally-recognized professional designation.

SEMESTER 1	18 WEEKS
GEM100	Gemmology I
MATH123	Mathematics
CHEM106	Chemistry I
PHY108	Physics
GEM101	Gemstone Rendering
SBM201A	Small Business Management

SEMESTER 2	17 WEEKS
GEM110	Gemmology II
GEM102	Metal Testing & Identification
CHEM116	Chemistry II
GEM103	Diamond Grading
SBM201B	Small Business Management

For more information, call Christel Klocke at (416) 944-4433 between 8 a.m. and 3 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

INDUSTRIAL SEWING MACHINE TECHNICIAN

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FASHION

GBC Code FT5470
Casa Loma Campus
1 Year (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7) or industry experience. Applicants may be asked to take a mechanical reasoning test.

ABOUT THE PROGRAM:
Industrial sewing machines are used in the production of thousands of consumer and industrial goods and component parts. The equipment used in these industries varies from simple stitching by one individual on one part to sophisticated computer-assisted assembly techniques with multiple operations being performed with the touch of a button or switch.

This full-time program equips students with the skills necessary to repair, maintain, rebuild and service much of the equipment used in these industries. The program is both practical and theoretical. It encompasses such diverse and essential subjects as pneumatics and electronics, sewing threads and needle characteristics, machine speeds and performance characteristics.

When students have progressed to a specified level, they will, as part of the learning process, assist in the care, maintenance and instruction to others of the large variety of sewing equipment used in the Fashion Division of the college. This provides students with some insight and practical experience in the types of situations they may encounter upon graduation.

This program is unique in Canada.

CAREER PROSPECTS:
In the apparel industry — sewing machine technician; maintenance engineer; methods engineer; sales engineer, machinery consultant; equipment specialist.

In other needle trades industries and as an entrepreneur — machine technician; maintenance engineer; sewing systems analyst; independent repair specialist; dealer in specialty equipment.

SEMESTER 1	18 WEEKS
SMM500	Sewing Fundamentals
SMM504	Garment Structure
SMM501	Sewing Laboratory
SMM505	Fabric, Needles, Thread
SMM502	Drive Unit
SMM503	Basic Lockstitch I
MATH508	Mathematics
AUD500	Audit Relevant Courses — Course Projects
RSCH500	Research and Survey — Course Projects
MILL502	Workshop Practice
SMM509	Practical Applications

SEMESTER 2	17 WEEKS
SMM510B	Basic Lockstitch II
SMM511B	Basic Chainstitch
SMM512B	Overedge Equipment
SMM513B	Blindstitch Machines
SMM514B	Bartack Machines
AUD510	Audit Relevant Courses — Course Projects
RSCH510B	Research and Survey — Course Projects
ENG561	Fashion Communications II
PWE500B	Practical Work Experience
SC504	Basic Electronics
SMM516A	Preventive Machine Maintenance
SMM517A	Electronic Sewing Equipment

Note: This program is under review and courses are subject to change.

For more information, call Peter Topping or the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

NOT SURE YOU QUALIFY?
see page 6

JEWELLERY ARTS

GBC Code FT1020
Casa Loma Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants are selected on the basis of an art portfolio and the completion of a questionnaire.

BACKGROUND:
Good eyesight (corrected vision is accepted), a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense are the necessary qualities for a person to succeed in this field. General high-school art courses are recommended.

ABOUT THE PROGRAM:
The focus of this program is on technical skills and practical jewellery making techniques. Students learn all the various aspects of jewellery-making. The emphasis during the first two years of training is on various jewellery-making techniques in the manufacturing and custom design of jewellery items. Students design their own course projects and develop them into jewellery items by using precious metals and jewels. In the third year, students select one of the following three areas of specialization:

- Gem Setting;
- Goldsmithing;
- Jewellery Repair — Practical.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Upon completion of the program, graduates find employment in jewellery manufacturing, custom studios, or jewellery stores.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for exemptions from some credits in the Bachelor of Arts program in jewellery arts at the Nova Scotia College of Art and Design.

Semester 1, 2, 3 and 4 are common to all students in this program. In semesters 5 and 6, students specialize by choosing one of three options:

Option 1 — Gem Setting
Option 2 — Goldsmithing
Option 3 — Jewellery Repair

SEMESTER 1	18 WEEKS
JWL160	Introduction to Jewellery
MET166	Metallurgy I
GEM167	Gemmology I
JWL166	Grinding and Polishing
DES169	Design I
ENA170	Enomelling I
JWL165	Theory of Specialty

SEMESTER 2	17 WEEKS
MET176	Metallurgy II
GEM177	Gemmology II
JWL176	Grinding and Polishing
DES179	Design II
JWL175	Theory of Specialty
ENA180	Enomelling II
JWL171	Goldsmithing II

SEMESTER 3	18 WEEKS
MET266	Metallurgy III
GEM267	Gemmology III
DES269	Design
JWL251	Jewellery Repairs
JWL261	Goldsmithing III
JWL265	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 2 electives:	
JWL202	Gem Setting
JWL9150	Jewellery Model Making I

SEMESTER 4	17 WEEKS
MET276	Metallurgy IV
GEM277	Gemmology IV
DES279	Design IV
JWL252	Jewellery Repairs
JWL271	Goldsmithing IV
JWL275	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 2 electives:	
JWL277	Gem Setting
JWL9200	Jewellery Model Making II

SEMESTER 5	18 WEEKS
GEM367	Diamond Grading & Evaluation
JWL365	Theory of Specialty
JWL341	Gem Setting V (with Option 1)
SBM132	Small Business Management (with Option 1)
JWL361	Goldsmithing (with Option 2)
SBM201A	Small Business Management (with Options 2 and 3)
JWL351	Jewellery Repair (with Option 2)
JWL306	Jewellery Repair (with Option 3)

SEMESTER 6	17 WEEKS
GEM377	Diamond Grading & Evaluation
JWL375	Theory of Specialty
JWL372	Gem Setting VI (with Option 1)
SBM142	Small Business Management (with Option 1)
JWL371	Goldsmithing VI (with Option 2)
JWL352	Jewellery Repair (with Option 2)
DES379	Jewellery Design (with Option 2)
SBM201B	Small Business Management (with Options 2 and 3)
JWL316	Jewellery Repair (with Option 3)

For more information, call (416) 944-4462/4463 between 8 a.m. and 3 p.m.

JEWELLERY REPAIRS

GBC Code FT4020
Casa Loma Campus
35 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of Jewellery Arts Department.

BACKGROUND:
Good eyesight (corrected vision is acceptable) and good mechanical abilities are essential.

ABOUT THE PROGRAM:
This program emphasizes skills. The jewellery repair craftsperson must be skilled in working with precious and semi-precious metals to shape by hand missing pieces, and to solder, grind, polish and finish the surface of the ornament to the same high standards as were demanded for the original production.

The program is organized so that students progress from simple to more complex repairs as their skills improve with practice. Among the repairs performed are ring sizing, re-tipping, replacement of claws, replacement of settings, chain soldering, replacement of various fittings and findings and many other repairs which are performed daily in the industry. Students also study gemmology, small business management, jewellery design to be able to restore the missing pieces to preserve the appearance of the original design, and to avoid costly mistakes. Note: This program does not include watch repair.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Jewellery repair specialists are in demand in many retail jewellery operations, large jewellery repair departments and in some wholesale establishments. Many establish their own businesses.

SEMESTER 1	18 WEEKS
JWL466	Jewellery Repair Practical
SBM410	Small Business Management
JWL411	Theory of Specialty
DES469	Design I
GEM412	Gemmology III

SEMESTER 2	17 WEEKS
JWL476	Jewellery Repair Practical
SBM420	Small Business Management
JWL421	Theory of Specialty
DES479	Design II
GEM422	Gemmology IV

For more information, call Steve Stepanian at (416) 944-4464 between 8 a.m. and 2 p.m.

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see inside back cover

GRAPHIC ARTS DIVISION

Dean:
James Rass

Chairpersons:
Yvanne Snider,
Continuing Education

Lea Suakas,
Printing Technology

Earl Walker,
Visual Arts

George Brown's Graphic Arts Division operates on one central premise: graduates should be productive from their first day on the job. At least 70 per cent of every program in both the Printing and Visual Arts departments is devoted to project work. Projects in all programs reflect contemporary industry demands. Students design or print the type of product they'll be working on in industry, with the same time and material constraints.

Faculty in all areas have extensive professional careers in their teaching areas; and many continue to work on a freelance or special project basis.

The division provides unique training opportunities in the high-demand areas of graphic design and advertising, desktop publishing, screen printing, flexography, web offset and computerized signmaking.

COMMERCIAL ART

GBC Code GA5430
St. James Campus
34 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). All applicants must submit a portfolio of eight to ten realistic drawings and pass an art test. An appointment is mandatory. Please call (416) 867-2137 to make an appointment or for more information.

ABOUT THE PROGRAM:
The Commercial Art program introduces students to the ideas, techniques and attitudes of the graphics profession. Students learn to become more aware of communications between the artist and client, as well as all phases of the printing reproduction processes.

Complete assignments or projects will be developed from concept through discussion roughs to felt-pen presentations, with particular attention to the development and presentation of finished art for printing production. The objective is a professional-level portfolio upon graduation.

This program is unique in Metro Toronto.

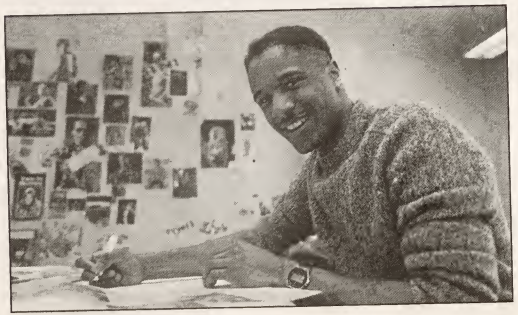
CAREER PROSPECTS:
There is an excellent employment rate for graduates. They obtain positions in commercial art studios, film production houses, printing and publishing companies and major corporations that operate in-house advertising and art departments.

ADVANCED STANDING:
Successful completion of this program qualifies students to enter the second year of George Brown's Graphic Design program.

SEMESTER 1	17 WEEKS
DRAW501	Basic Drawing
ADES503	Advertising Design I
PROM501	Pramatianal Design I
LETT502	Lettering and Typography
COMT526	Computer Graphics and Desktop Publishing I
RETL501	Retail Advertising I

SEMESTER 2	17 WEEKS
PACK511	Package Design
ADES511	Advertising Design II
PROM511	Pramatianal Design II
CORP513	Carporate Design
COMP518	Computer Graphics and Desktop Publishing II
RETL511	Retail Advertising II

For mare information, call Al Chang at (416) 867-2026 or the Graphic Arts Division at (416) 867-2137 between 8 a.m. and 5 p.m.



ELECTRONIC DESKTOP COMPOSITION
(DESKTOP PUBLISHING)

GBC Code GA5480
St. James Campus
40 weeks
Apply to OCAS

Starting: September
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in Grade 12 mathematics and English.

ABOUT THE PROGRAM:
This technically based program is longer and more comprehensive than most courses offered elsewhere. Students learn on both Macintosh and IBM PC computers, and develop skills for adapting to and integrating the two systems. They learn electronic page assembly, electronic paste-up and composition, and electronic pre-press functions. The program also provides a general computer applications base, enabling students to comprehend and utilize peripheral techniques and software such as computer typesetting, computer graphics, word processing, database management and spread sheet analysis.

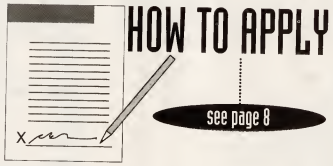
The program is unique in Ontario.

CAREER PROSPECTS:
Graduates will meet the requirements for entry-level positions in companies using desktop technology: in-plant and corporate publishing environments, traditional computer typesetting shops, instant print shops and to some degree, graphic design studios.

NOTE:
From time to time, the Canada Employment and Immigration Commission directly purchases seats in this program, reducing the number of seats open to fee-paying students.

COURSES	40 WEEKS
KB502	Basic Keyboarding
WORD507	Basic Word Processing
COMP529	Introduction to Quark Xpress
COMP511	Camputer Literacy for Desktop Publishing
COMP512a	Typagraphy Terms and Concepts
COMP505	Desktop Publishing
COMP514c	Pagemaker (IBM ar Macintosh)
COMP515b	Pagemaker Document Praductian (Macintosh)
COMP519a	Page Layaut and Typagraphy far Desktop Publishing (Quark Xpress)
COMP520	Introductian to DTP (IBM/Ventura)
COMP521	Ventura Publisher (IBM)
COMP525	Introductian to Printing Processes
CAM547	Phatamechanical Reproductian
PSP547	Film Impasitian and Offset Platemaking
COMM520	Callege English
SBM566	Small Business Management

For mare informatian, call Leo Suakas at (416) 867-2010 or Jahn Ward at (416) 867-2021 between 8:30 a.m. and 4:30 p.m.



GRAPHIC DESIGN

GBC Code GA1020
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants must submit a portfolio of 10 art samples, have a background with credits in art, and complete an art test. Please call (416) 867-2137 to make an appointment or if more information is needed.

ABOUT THE PROGRAM:

The Graphic Design diploma program was designed to meet the needs of Toronto and other major markets. It develops students' skills and abilities to the highest level of competence in the fields of graphic design and advertising design. It is the largest career-oriented graphic design program in Canada.

In third year, students hone their skills and learn to produce high-quality artwork. They develop a solid understanding of art studio operation and the many relationships and functions in the industry. The students get first-hand facts and information through field trips to specific businesses and personal contact with management and working professionals. The "field work" program gives students greater insight into the various work environments within the industry. Special emphasis is on creating a highly professional portfolio.

CAREER PROSPECTS:

Upon graduation, students are prepared to pursue careers starting as junior designers which lead to professional status in the graphic design industry. Graduates obtain positions in advertising agencies, graphic design studios, art studios, packaging companies, major retail organizations, publishing companies, film production studios, printing companies, computer graphics and desktop publishing companies, and corporations that operate in-house art and advertising departments. Metropolitan Toronto is Canada's largest centre for graphic arts and offers more opportunities in advertising design and graphic design than any other region in Canada.

SEMESTER 1	15 WEEKS
COLR102	Colour Theory I
DRAW101	Fundamentals of Drawing I
DRAW102	Drawing Research I
TYPO102	Lettering and Typography I
PROD115	Conceptual Visualization & Production I
DES103	Design Fundamentals and Concepts I
COMM120	College English

SEMESTER 2	19 WEEKS
DES105	Design and Art History I
COLR112	Colour Theory II
DRAW111	Fundamentals of Drawing II
DRAW112	Drawing Research and Multi-Media Rendering
TYPO112	Lettering and Typography II
PROD120	Conceptual Visualization & Production II
DES124	Design Fundamentals and Concepts II

SEMESTER 3	15 WEEKS
MEDI202	Media and Techniques
DRAW203	Professional Drawing I
ILLS201	Illustration II
PROD202	Production II
RETL201	Retail I
ADV201	Advertising I
DES203	Design I

SEMESTER 4	19 WEEKS
PRGM211	Computer I
DRAW213	Professional Drawing II
ILLS211	Illustration III
PROD212	Production III
ADV211	Advertising II
DES223	Design II
COMM126	Business Writing and Options

SEMESTER 5	15 WEEKS
In semesters 5 & 6 students have the option of pursuing either Graphic Design or Advertising Design.	
COPY305	Creative Copywriting II
MEDI305	Media & Techniques III
PROD305	Production IV
PRGM305	Computer III
ADVERTISING DESIGN (OPTION 1)	
ADV302	Corporate Image Advertising
ADV305	Advertising III
ILLS320	Illustration IV
RETL305	Retail II
GRAPHIC DESIGN (OPTION 2)	
CORP305	Corporate III
DES307	2D Design I
DES309	3D Design I
DRAW305	Professional Drawing III

SEMESTER 6	19 WEEKS
COPY315	Creative Copywriting III
MED315	Media & Techniques IV
PROD315	Production V
PRGM315	Computer III
ADVERTISING DESIGN (OPTION 1)	
ADV312	Corporate Image Advertising II
ADV315	Advertising IV
ILLS325	Illustration V
RETL315	Retail III
GRAPHIC DESIGN (OPTION 2)	
CORP315	Corporate IV
DES317	2D Design II
DES319	3D Design II
DRAW315	Professional Drawing IV

For more information, call the Graphic Arts Division at (416) 867-2137.

SIGN GRAPHICS
(FORMERLY GRAPHIC SIGN DESIGN & PRODUCTION)

GBC Code GA1030
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (see page 7). Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2137 to make an appointment or for more information.

BACKGROUND:

Credits in art from secondary school or previous training in industry or art school are desirable.

ABOUT THE PROGRAM:

The Sign Graphics program is the only one of its kind in eastern Canada and attracts students from coast-to-coast. It is designed to provide students with sound training in the many aspects of the sign industry.

Throughout the program, basic skills and knowledge in lettering, design, and art are emphasized along with large-scale pictorials for advertising purposes. Students learn to operate computerized sign making equipment. There is also an emphasis on designing and producing quality work at commercially acceptable rates.

Students study small business management, marketing and sales, advertising and art to round out the training to allow them to pursue a career in a varied and exciting industry.

This program is unique in Ontario.

CAREER PROSPECTS:

Metro Toronto is the major centre for the sign industry and offers more employment opportunities in this field than anywhere else in Canada. Graduates obtain positions in: major sign companies (both electrical and billboard advertising companies); traditional sign shops; advertising agencies; department store chains, and the in-house sign departments of large corporations and government divisions.

SEMESTER 1	15 WEEKS
SIGN101	Signwriting
LETT101	Lettering
SP101	Screen Printing
DES110	Design and Colour

SEMESTER 2	19 WEEKS
SIGN101	Signwriting
LETT101	Lettering
SP101	Screen Printing
ART100	Foundation Art
DES110	Design and Colour

SEMESTER 3	15 WEEKS
SIGN201	Signwriting
SHOW201	Showcard Writing
ILLS200	Illuminated Signs
SP201	Advanced Screen Printing
SBM200	Small Business Management
ART201	Pictorial Art

SEMESTER 4	19 WEEKS
SIGN201	Signwriting
SHOW201	Showcard Writing
ART210	Presentation Art
SP201	Advanced Screen Printing
DES200	Design & Colour
ILLS200	Illuminated Signs
ART201	Pictorial Art

For more information, call Fred de Jong at (416) 867-2034 or the Graphic Arts Division at (416) 867-2137 between 8 a.m. and 5 p.m.

OFFSET PRINTING

GBC Code G542
St. James Campus
40 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10, general level. All applicants must be interviewed and take tests in mechanical reasoning and colour vision. A tour of the department is strongly recommended.

ABOUT THE PROGRAM:
This short technical program is designed to train a person in the operation of various types of small offset, letterpress, and narrow web label presses likely to be encountered in plants or small printing shops. Instruction is also given in pre-press operation which includes: electronic composition (Mac/PC), paste-up, basic camera (line and half tone reproduction), and printing surface preparation (stripping and platemaking). To assist students to be more beneficial to employers, some binding and finishing operations are taught. All subjects are taught on a block system. Technical time is divided—50 per cent offset press, 25 per cent camera and stripping, and 25 per cent copy preparation, letterpress, label press and bindery.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates obtain positions in instant printing shops, in-house printing departments, and small commercial printing companies.

ADVANCED STANDING:
Students who successfully complete this program may apply for exemptions to approximately 70 per cent of the course credits in the first year of the Printing Technician/Technology programs.

COURSES	40 WEEKS
COMP531	Copy Preparation (paste-up, electronic composition)
CAM534	Process Camera Operation
PSP536	Stripping and Platemaking
LTPR539	Machine Printing Letterpress/Flexo Label Press
LITH540	Machine Printing Offset
BIND542	Binding and Finishing
QC501	Quality Control

For more information, call Leo Suokas at (416) 867-2010 or Fred Drummond at (416) 867-2019 between 8:30 a.m. and 4:30 p.m.

PRINTING TECHNICIAN

GBC Code GA1000
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (at or above basic level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Any science, physics or chemistry background is recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 1 must either type 40 wpm or take a keyboarding course.

BACKGROUND:
Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of print technology.

ABOUT THE PROGRAM:
George Brown is the only post-secondary institution in Canada to offer web offset, narrow/wide web flexography and electronic pre-press. The printing industry is one of the largest employers in the greater Toronto area. More than 60 per cent of the printing in Canada is generated in Southern Ontario.

The printing technology department has various types of presses, desktop publishing equipment, process camera, colour scanners, stripping, platemaking and bindery equipment. Technicians in the two-year program take hands-on technical training in four major areas for each of the two years: i.e. presswork, desktop composition, camera/stripping, and bindery.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Printing technicians may find employment at the introductory levels of traditional craft areas such as typographic composition (typesetting, layout, paper and film assembly), or pre-press preparatory work (camera operation, film imposition, platemaking), or press operation (in a supervised capacity tending offset or flexographic presses), or binding and finishing (operating computerized cutters, folders).

ADVANCED STANDING:
Students who successfully complete this program with a "B" average are eligible to enter the third year of the Printing Technology program.

YEAR 1	32 WEEKS
COMP104	Computer Literacy for Desktop Publishing
COMP114	Desktop Publishing
CAM100	Photomechanical Reproduction
PSP100	Film Imposition/Printing Surface Preparation
LTPR101	Machine Printing Letterpress/Flexo Label Press
LITH100	Machine Printing Offset I
LITH110	Machine Printing Offset II
BIND100	Binding and Finishing
PROD102	Introduction to Printing Plant Processes
MATH131	Mathematics (Semester I)
ENG146	English and Communications (Semester 1)
SC121	Integrated Science (Semester I)
ENG156	Language and Communications (Semester 2)
SC122	Integrated Science (Semester 2)
AUD103	Keyboarding
MATH132	Mathematics (Semester 2)
COMM120	College English

YEAR 2	32 WEEKS
COMP215	Introduction to Desktop Publishing (IBM/Ventura)
CAM200	Photomechanical Reproduction
PSP200	Film Imposition/Printing Surface Preparation
FLEX200	Machine Printing Flexography
ROTO200	Machine Printing Rotogravure
LITH230	Machine Printing Web Offset
LITH220	Machine Printing Offset
BIND200	Binding and Finishing
SC231	Quality Control (Semester 3)
MATH231	Mathematics (Semester 3)
SC232	Quality Control (Semester 4)
MATH232	Mathematics (Semester 4)
PHY231	Physics (Semester 3)
PHY232	Physics (Semester 4)
COMM125	Technical Writing and Options

For more information, call Leo Suokas at (416) 867-2010 or William Kidd at (416) 867-2017 between 8:30 a.m. and 4:30 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

PRINTING TECHNOLOGY

GBC Code GA1010
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Grade 12 chemistry and Grade 11 physics are recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 1 must type 40 wpm or take a keyboarding course.

BACKGROUND:
Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of printing technology.

ABOUT THE PROGRAM:
This is the only post-secondary program in Canada to offer web offset, narrow/wide web flexography and electronic prepress. The printing industry is one of the largest employers in the greater Toronto area. In fact, more than 60 per cent of the printing in Canada is generated in Southern Ontario.

The Printing Technology Department has various types of presses, desktop equipment, process camera, colour scanners, stripping, platemaking and bindery equipment. Technologists in the three-year program take hands-on technical training in four major areas for each of the first two years, and then select from either preparatory or machine areas in which to specialize in the third year.

This program is unique in Ontario.

CAREER PROSPECTS:
Depending on the selection of third-year technical specialization, printing technologists may find employment in the traditional craft areas of typographic composition (desktop publishing, mark-up, layout, paper and film assembly), or pre-press preparatory work (camera operation, colour separation, film imposition, platemaking), or press operation (tending various offset presses, or flexographic presses), or binding and finishing (operating computerized cutters and other precision equipment for folding, stitching, assembling). In addition, there are employment opportunities in areas of quality assurance and introductory management functions (hardware applications and purchasing, technical service/repair, production control, estimating, marketing and sales).

ADVANCED STANDING:
Students who successfully complete this program may apply credits towards a four-year Bachelor of Science program at the Rochester Institute of Technology.

YEAR 1 (32 WEEKS) AND YEAR 2 (32 WEEKS)

Year 1 and Year 2 in the Printing Technology program are identical to those listed in the two-year Printing Technician program. See the previous page.

YEAR 3 — 32 WEEKS

In Year 3, students select the area in which they wish to specialize by choosing one of the four options. Students in any option will take all the courses listed in that option, plus two technical elective courses from other option areas. A selection of electives from business courses must be taken and the types of courses normally available are: Psychology, Statistics, Economics, Data Processing, Accounting, and Business Mathematics. Business electives must total a minimum of 180 course hours for the year.

EST300	Graphic Arts Estimating (Semester 5)
TRP301	Technical Report
ELECT000	Elective
ELECT000	Elective
ELECT000	Elective
OPTION 1 —	**Desktop Composition and Electronic Prepress**
COMP322	PageMaker — Document Production (PC or Mac)
COMP317	Intro to QuarkXpress
COMP325	Ventura Publisher (IBM)
COMP319	Page Layout and Typography (QuarkXpress)
CAM300	Photomechanical Reproduction — Tone and Colour
CAM335	Photomechanical Repraduction — Colour Scanner and Flatbed Colour Repro
PSP300	Film Imposition/Printing Surface Prep-Colour
PSP335	Electronic Prepress and Image Assembly — Colour
OPTION 2 —	**Machine Printing and Binding/ Finishing**
LTPR300	Die Cutting and Embossing
FLEX300	Machine Printing Flexography
ROTO300	Machine Printing Rotogravure
LITH310	Machine Printing Offset
LITH320	Machine Printing Offset
LITH330	Machine Printing Web Offset
BIND304	Binding and Finishing
BIND305	Binding and Finishing

For more information, call Lea Suskas at (416) 867-2010 or William Kidd at (416) 867-2017 between 8:30 a.m. and 4:30 p.m.

SCREEN PRINTING

GBC Code GA5400
St. James Campus
40 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 (with credits at or above basic level) or equivalent, or mature student status (see page 7). All applicants must attend an orientation session, pass a mechanical reasoning test, and pass a practical test of their visual perception skills and artistic ability. Please call (416) 867-2137 to make an appointment or for more information.

ABOUT THE PROGRAM:
George Brown's program puts emphasis on the technical aspects of screen printing and is the only commercial screen printing program in Canada. Screen printing is a rapidly growing segment of the specialized printing industry. Surfaces such as plastic, glass, metal, fabric, wood and paper in areas such as textiles, wallpapers, signs, advertising posters and printed circuits are all printed by this method. Students with artistic and mechanical aptitude do particularly well at this work. All subjects are taught in a modular system.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates obtain positions as camera operators, stencil cutters, layout persons, ink formulators, press operators and finishers. Some graduates have obtained positions at the management level, while others have started their own small businesses.

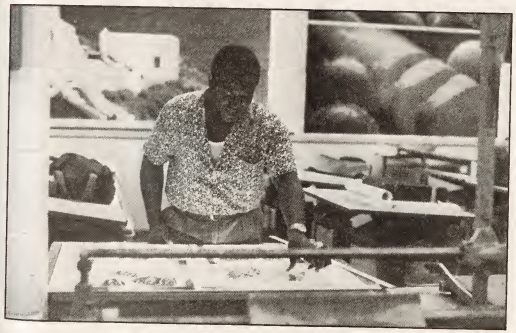
SEMESTER 1 — 20 WEEKS

SP526	Basic Mechanical Layout and Typography
SP528	Basic Stencil Film Imposition
SP529	Basic Manual and Mechanized Press Operation and Production

SEMESTER 2 — 20 WEEKS

SP527	Photomechanical Reproduction
SP531	Advanced Film Imposition
SP532	Intermediate Manual, Mechanized and Photo-mechanical Processing
SP530	Advanced Manual and Mechanized Press Operation and Production

For more information, call Jim Meikle at (416) 867-2033 or the Graphic Arts Division at (416) 867-2137 between 8 a.m. and 4:30 p.m.



SIGNWRITING

GBC Code GA5460
St. James Campus
34 weeks
OCAS Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2137 to make an appointment or for more information.

ABOUT THE PROGRAM:
The program is designed to give students the basic skills and knowledge necessary to work in the sign industry. Students will study typefaces suitable for sign work. They will practise lettering for show cards, banners and permanent type signs, and learn to use computerized equipment.

Various materials, paints, and tools used in the sign industry will be studied; materials will be prepared and/or reclaimed for the various projects. Students will be introduced to the theory and practice of screen printing as it relates to the sign industry.

Basic layout ideas and colour theory and practice will be studied and developed into more complicated designs suitable for signs. The emphasis throughout the program will be on producing quality work.

This program is unique in Ontario.

ADVANCED STANDING:
Students who successfully complete this program may enter into second year of the Sign Graphics (GA1030) program.

SEMESTER 1	15 WEEKS
SIGN549	Basic Signwriting
SIGN550	Lettering
SIGN551	Screen Process Printing/Signs and Cards
SIGN547	Design & Colour I

SEMESTER 2	19 WEEKS
SIGN553	Signwriting
SIGN545	Lettering
SIGN555	Design & Colour
SIGN554	Screen Process Printing/Sign and Cards
SIGN546	Foundation Art

For more information, call Fred de Jong at (416) 867-2034 or the Graphic Arts Division at (416) 867-2137 between 8 a.m. and 5 p.m.

HEALTH SCIENCES DIVISION

Dean:
Lynne Mulder

Chairpersons:
Paula Price,
Nursing

Mary Raspor,
Nursing (Semester 1)
Nursing Assistant
Post-Diploma Nursing

Douglas Stulla,
Allied Health

The Health Sciences Division offers programs in the areas of nursing, orthotics and prosthetics, dental care, chiropody and fitness. All programs include intensive practical experience components that run concurrently with classroom instruction. George Brown's location in the centre of Toronto adds a valuable dimension: students in dental programs learn practical skills in a busy college-run clinic; students in orthotics-prosthetics programs work in area hospitals; chiropody students work in a clinic at Toronto General Hospital; nursing students develop their skills on the units in some of the best teaching hospitals in Ontario — The Toronto Hospital, St. Joseph's Health Centre, Sunnybrook Health Science Centre, St. Michael's Hospital, The Hospital for Sick Children and Mount Sinai Hospital; and fitness students hone their skills in some of the city's top health and sports clubs. All programs emphasize self-directed learning. Students spend a significant amount of time learning at their own pace using a wide variety of teaching material including computers, videos, books and periodicals.

CHIROPODY

GBC Code DE1130
Nightingale Campus
3 Years (6 semesters)
To apply, see below

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
This is a co-operative program with the Michener Institute and you must meet the admission requirements of the institute. For more details, please call the Registrar's Office at the Michener Institute at (416) 596-3177.

Ontario Secondary School Diploma or equivalent, with six Ontario Academic Course (OAC) credits, including: one English, one chemistry and one biology, together with the following at either the Grade 11 advanced level, the Grade 12 advanced level, or OAC credits: one physics and one mathematics. Personal interview at the Michener Institute. Final admission based on academic average and interview score.

ABOUT THE PROGRAM:
Chiropody is a health care profession concerned with the care and treatment of foot disorders. Chiropodists work in clinical settings as part of a health care team, and as such, are responsible for diagnosis, treatment and management of acute and chronic foot-care problems. Our chiropody program is the only program of its type in Ontario. Jointly offered by three institutions (The Toronto Hospital, Michener Institute, and George Brown College), it provides students with several hundred hours of supervised clinical experience working with patients.

This program is unique in Ontario.

CAREER PROSPECTS:
To practise as a chiropodist in Ontario, graduates must successfully complete all theoretical and clinical courses and register with the Board of Regents, Chiropody. They then usually find full-time employment with hospitals or public health units.

HOW TO APPLY:
Application forms must be obtained from and submitted to the Michener Institute between November 1 and February 1 for the following September intake. Call the phone number listed at the bottom of this page.

SEMESTER 1	15 WEEKS
CLIN114	Clinical Skills
CHIR107	Chiropodiol Therapeutics I
BIO122	Introductory Biology
BIO116	Anatomy and Physiology
BIO118	Microbiology
HIST107	Histology
ENG106	Language and Communications I
ORTH114	Orthotics I

SEMESTER 2	21 WEEKS
POD127	Podology I
CHIR115	Chiropodiol Theropeutics II
CHIR110	Emergency Care
CLIN115	Clinical Skills II
ANAT115	Anatomy and Physiology of the Lower Extremity
HUMN104	Ethics for Health Sciences
ORTH114	Orthotics I

SEMESTER 3	15 WEEKS
POD227	Podology II
PHAR205	Pharmacology
PATH208	Generol Pothology
BIO202	Biomechanics I
CLIN205	Clinicol Skills III
PSY170	Introductory Psychology
ORTH215	Orthotics II
HUMN200	Chiropody in the Community/Problem-Solving
BIO208	Clinical Microbiology

SEMESTER 4	21 WEEKS
POD237	Podology III
SURG202	Surgery
BIO212	Biamechonics II
PATH209	Pathology
CLIN215	Clinicol Skills IV
ORTH215	Orthotics II
SURG203	Local Anoesthesia and Soft Tissue Surgery
CHIR215	Physicol Therapy
MED219	Sports Medicine

SEMESTER 5	15 WEEKS
POD307	Podology IV
CLIN305	Clinicol Skills V
GER200	Gerantology
DERM300	Dermatology
LAW301	Health System, Jurisprudence ond Professianol Relotianships
ORTH305	Orthotics III
SURG305	Medicine and Surgery
CHIR305	Research Methods

SEMESTER 6	21 WEEKS
CLIN316	Clinicol Skills VI

For more information, coll Pat Sennett at (416) 596-3153 ar Lynn Mosan ot (416) 596-3143.

DENTAL ASSISTANT

GBC Code DE1410
Casa Loma Campus
34 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology and chemistry. Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences. Applications must be received or postmarked no later than March 1.

ABOUT THE PROGRAM:
Students receive instruction in oro-facial anatomy, human biology, microbiology, preventive dentistry, nutrition, and many other related areas to prepare for various clinical duties. A number of courses are offered through independent learning. George Brown students get work experience with University of Toronto dental students. Learning takes place alongside students in other dental programs at George Brown, including Denture Therapy, Dental Technology, Dental Hygiene and Dental Hygiene — Expanded Duties.

The dental assistant gives chairside assistance to the operator and is qualified to take and process dental x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The assistant may also become involved in oral hygiene instruction.

CAREER PROSPECTS:
Graduates may apply for certification with the Ontario Dental Nurses and Assistants Association. They find employment in private practice, public health and hospitals.

SEMESTER 1	17 WEEKS
ANAT117	Oro-Facial Anatomy
DENT106	Dentol Materials I
DENT109	Pre-Clinical Dental Radiography
PCT101	Pre-Clinicol Techniques (Theory)
DENT119	Dentol Office Management
BIO115	Human Biology
BIO104	Microbiology
PSY100	Social Psychology
PCT102	Pre-Clinical Techniques (Practicol)
COMM120	College English

SEMESTER 2	17 WEEKS
DENT104	Preventive Dentistry
DENT107	Dental Materiols II
DENT112	Clinical Dentol Radiography
NUT101	Nutrition
PCT103	Clinicol Techniques (Theory)
BIO125	Human Biology
PHAR102	Pharmacology and Emergency Core
ENG202	Language and Communications II
FLDP100	Field Practice
PCT104	Clinicol Techniques (Practicol)
ANAT117	Oro-Facial Anatomy
PATH112	Orol Pothology

For more information, coll (416) 944-4543 between 9 o.m. ond 3 p.m.

DENTAL HYGIENE

GBC Code DE4420
Casa Loma Campus
36 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:

Applicants must present at time of application:

1) Formal proof of at least one of the following: (a) current Ontario Dental Nurses and Assistants Association (O.D.N.A.A.) Certification as a Dental Assistant, (b) successful completion of the Ontario Dental Nurses and Assistants Association Certification Exam, and/or (c) graduation from the Dental Assisting Program at an accredited Ontario community college;

2) Formal proof of a **minimum** of six consecutive months of full-time chairside work experience as a dental assistant, obtained **after** receiving certification or eligibility for certification, and completed before the deadline date of March 1. Proof may take the form of a letter from the dental employer on business letterhead detailing work experience.

All applications and documentation must be completed and received by the college by March 1. Applications and/or documentation received after March 1 will not be considered for acceptance. The college reserves the right to validate all documentation submitted by the applicant.

Qualified applicants will take an entrance examination and may be required to attend an interview. The results of this testing, together with the applicant's submission of documentation of prerequisites outlined above, will provide the basis for acceptance decisions.

NOTE:

A CPR Basic Rescuer course is a first semester co-requisite. Certification must be obtained before a student begins the second semester Clinical Techniques course (PCT203).

ABOUT THE PROGRAM:

The dental hygienist is trained to work with patients under the general supervision of a dentist. Services provided to the patient are of a preventive nature.

Students learn to scale and polish teeth, polish amalgam fillings, take x-rays, take impressions for study models, place rubber dams, apply fissure sealants and anti-cariogenic agents, apply topical anaesthetics, provide individualized oral hygiene home care, remove sutures, and place and remove orthodontic arch wires, bands and brackets. The hygienist may be involved in dietary counselling in relation to dental disease and dental health education.

Graduates of this program are required to complete a provincial licensing examination.

CAREER PROSPECTS:

Graduates are employed in private practice, public health and hospitals.

SEMESTER 1	17 WEEKS
HIST106	General Histology
NUT202	Nutrition
PCT205	Patient Assessment
PATH110	Pathophysiology A (Introductory Pathology)
PCT201	Pre-Clinical Techniques
PERI100	Periodontics I
ANAT205	Anatomy — Head and Neck
PSY200	Social Psychology
DENT137	Advanced Preventive Dentistry

SEMESTER 2	19 WEEKS
DENT206	Dental Health Education
DENT209	Advanced Radiography
HIST116	Dental Histology and Embryology
NUT203	Nutrition Counselling
ORTH103	Orthodontics and Paedodontics
PCT203	Clinical Techniques
PERI101	Periodontics II
PSY200	Social Psychology
FLDP200	Field Practice
PATH112	Oral Pathology
PATH111	Medicine
DENT123	Ethics and Issues
DENT217	Community Dentistry

For more information, call (416) 944-4543.

DENTAL HYGIENE — EXPANDED DUTIES

GBC Code DE4000
Casa Loma Campus
23 Weeks
Apply to OCAS

Starting: September 1993
Certification: Certificate
No summer classes

PREREQUISITES:

Ontario Licensure as a Dental Hygienist with a minimum of one year of work experience.

ABOUT THE PROGRAM:

The expanded duty dental hygienist performs restorative procedures in addition to traditional preventive duties.

The expanded duty hygienist, under the general supervision of a dentist, places and finishes amalgam, resin and temporary restorations, and cements temporary crowns.

Students practise various procedures on a manikin, after which they spend ten weeks in a clinical setting performing restorative procedures on patients.

Graduates write a provincial licensing examination.

This program is unique in Ontario.

CAREER PROSPECTS:

Graduates are employed in private practice, public health and hospitals.

COURSES	23 WEEKS
DENT400	Science of Dental Materials
HIST400	Advanced Dental Histology and Embryology
PCT401	Pre-Clinical Restorative Techniques
PCT402	Clinical Techniques
DENT401	Functional Occlusion
PCT403	Clinical Techniques (Theory)

For more information, call (416) 944-4543.

DENTAL TECHNOLOGY

GBC Code DE1020
Casa Loma Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 chemistry, physics and biology. Mature applicants may be required to attend a preliminary examination in science and/or English.

Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences, as well as a manual dexterity test. Qualified applicants may also be required to attend an interview and/or orientation session. Applications must be received or postmarked no later than March 1.

ABOUT THE PROGRAM:

Dental technicians make a major contribution to the practice of dentistry. These dental workers fabricate all the various appliances used by dentists in the treatment of patients.

Dental technicians fabricate from a dentist's prescription: orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouthguards.

The teaching program is highly project-oriented and the student-instructor ratio allows for individual instruction throughout the program.

This program is unique in Ontario.

CAREER PROSPECTS:

Dental technicians can choose to be employed by a commercial dental laboratory, a dentist, or to enter the Armed Forces with an advanced rank. They may also become a registered dental technician and open and operate a dental laboratory.

SEMESTER 1	17 WEEKS
ANAT117	Oro-facial Anatomy
ANAT118	Functional Anatomy I
ORTH102	Orthodontics I (Practical)
LAB106	Complete Denture Construction I
LAB109	Complete Denture Construction I (Theory)
BIO104	Microbiology and Infection Control
COMM120	College English

SEMESTER 2	17 WEEKS
ANAT117	Oro-facial Anatomy
ANAT119	Functional Anatomy II
DENT125	Crown and Bridge, Prosthodontics & Ceramics I
DENT126	Removable Partial Denture Casting I
LIBS132	Being Human: Self, Society and Meaning

SEMESTER 3	17 WEEKS
DENT210	Complete Dentures
DENT211	Crown and Bridge
DENT212	Partial Denture
ORTH206	Orthodontics
MGMT200	Intro to Microcamputers

SEMESTER 4	17 WEEKS
DENT230	Crown and Bridge, Ceramics III
DENT234	Partial Dentures III
DENT238	Orthodontics III
DENT242	Complete Denture Construction III
HR202	Human Relations
PSY170	Introductory Psychology
MGMT300	Small Business Management

SEMESTER 5	17 WEEKS
MANG301	Business Administration
LAB305	Specialty — Pre-Grad Experience I
SOC300	Sociology of Dental Health
LAB307	Specialty Pre-Grad Experience

SEMESTER 6	17 WEEKS
LAB307	Specialty Pre-Grad Experience II

For more information, call (416) 944-4543 between 9 a.m. and 3 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

DENTURE THERAPY

GBC Code DE1070
Casa Loma Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 chemistry, physics and biology. Mature applicants may be required to attend a preliminary examination in science and/or English.

Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences, as well as a manual dexterity test. Qualified applicants may also be required to attend an interview and/or orientation session. Applications must be received or postmarked no later than March 1.

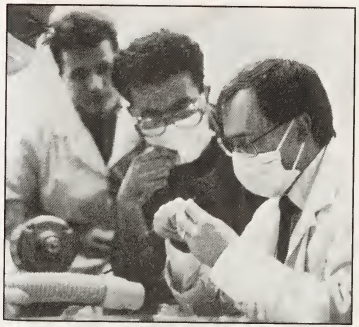
ABOUT THE PROGRAM:

Students are trained in the technical and clinical areas required to fabricate and insert dentures. Other subjects studied include biological sciences and social services. The program includes a large clinical component.

This program is unique in Ontario.

CAREER PROSPECTS:

Therapists may choose to set up an independent private practice or work under supervision to fabricate complete upper and lower dentures. A therapist must work under the supervision of a dentist for the fabrication of cast partial dentures.



SEMESTER 1	17 WEEKS
ANAT117	Oro-facial Anatomy
LAB106	Complete Denture Construction I (Practical)
BIO104	Microbiology
BIO119	Biology: Human Anatomy and Physiology I
COMM120	College English
LAB110	Complete Denture: Introduction to Materials

SEMESTER 2	17 WEEKS
ANAT117	Oro-facial Anatomy
HIST104	General Histology
ANAT205	Anatomy — Head and Neck
DTC112	Denture Therapy Pre-Clinic/Technical Skills
BIO129	Biology: Human Anatomy and Physiology II
PHAR102	Pharmacology and Emergency Care
LIBS132	Being Human: Self, Society and Meaning
MAN105A	Management of Denture Therapy Process

SEMESTER 3	17 WEEKS
DTC202	Denture Therapy Biotech and Prosthodontics
DTC201A	Denture Therapy — Laboratory
HIST105	Dental Histology and Embryology
PATH110	Pathophysiology A/Introduction Pathology
DENT302	Preventive Dentistry

SEMESTER 4	17 WEEKS
DTC200	Denture Therapy Clinical I
RAD210	Radiographic Pattern Recognition
PATH111	Medicine General
DENT316	Community Dentistry
PATH112	Oral Pathology
GER202	Geriodontics and Gerontology

SEMESTER 5	17 WEEKS
DTC302	Advanced Partial Dentures
DTC305	Denture Therapy Clinical II
SBM100	Small Business Management
HEAL301	Health Promotion
DTC304	Pre-Graduate Clinical

SEMESTER 6	17 WEEKS
DTC313	Denture Therapy Clinical III
TECH302	Case Presentation of Clinical Processes
DTC301	Practice Management and Ethics
HR302	Solving Problems in Professional Relations
PSY301	Psychology in Dentistry
DTC304	Pre-Graduate Clinical

For more information, call (416) 944-4543 between 9 a.m. and 3 p.m.

FITNESS AND LIFESTYLE MANAGEMENT

GBC Code PE1410
Casa Loma Campus
2 Years (5 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits in biology at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology. Mature student applicants will be selected on the basis of testing in English and basic sciences. Applicants must attend an orientation session offered for the program.

BACKGROUND:
Credits in chemistry and physics at the senior level are desirable.

ABOUT THE PROGRAM:
The Fitness and Lifestyle Management program has been a leader in the provincial fitness scene for over 20 years. The program provides extensive academic and practical training within five curriculum streams: Assessment/Exercise Prescription; Leadership; Management/Program Administration; Health Promotion; and Basic and Applied Sciences.

The program prepares graduates to meet the multi-dimensional demands of a growing industry. National and provincial certifications are integrated into the curriculum. It features practical training in fitness testing, leadership, and counselling.

Fitness professionals provide assessment, counselling, exercise prescription and leadership services that require keen motivational, technical and organizational abilities. Along with strong interpersonal and communication skills, the practical and administrative skills of fitness and lifestyle graduates are recognized by the industry and paramount in the provision and management of safe, effective fitness and health programs.

During the first year, students learn kinesiology, physiology, nutrition and effective communication skills with application to exercise technique, leadership, assessment and health promotion. In the second year, students gain additional theoretical knowledge in the areas of nutrition, health promotion and pathology. Skills are further developed in exercise class leadership, assessment, and exercise prescription through the operation and management of a college fitness centre. In the final seven weeks of the program, students gain work experience in a fitness setting of their choice.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates find employment in a variety of private fitness facilities, community centres, parks and recreation, employee fitness programs, hospitals and rehabilitation clinics, as well as in self-generated positions. Some specialized requests have come for ECG lab technician, exercise therapist, condominium facility manager and personal trainer.

With the focus shifting from curative to preventive health care management, career opportunities will expand in these areas and new markets will develop as more individuals adopt an active lifestyle.

ADVANCED STANDING:
Students who successfully complete this program may qualify for exemptions from credits in physical education programs in university.

SEMESTER 1	17 WEEKS
KINE100	Kinesiology I
FIT111	Introduction to Fitness Testing
FIT115	Exercise Class Leadership I
PHYS105	Muscle Physiology
BIO110	Biology for Fitness
FIT107	Applied Exercise Techniques I
PROJ100	Introduction to Fitness Management
HEAL103	Introduction to Health Promotion
COMM120	College English

SEMESTER 2	17 WEEKS
KINE110	Kinesiology II
FIT113	Introduction to Fitness Testing II
FIT108	Applied Exercise Techniques II
FIT125	Exercise Class Leadership II
FIT116	Fitness Testing Clinic
NUT104	Nutrition I
PHYS108	Physiology of Exercise
HR101	Human Relations
LIBS132	Being Human: Self, Society and Meaning

SEMESTER 3	17 WEEKS
FIT215	Exercise Class Leadership III
ADM204	Fitness Management Projects I
FIT213	Fitness Assessment
FIT209	Guidelines to Exercise Programming
FIT207	Program Administration Clinic I
NUT206	Nutrition Guidance
HEAL213	Health Promotion
FIT205	E.C.G. Monitoring Techniques

SEMESTER 4	10 WEEKS
FIT225	Exercise Class Leadership IV
ADM214	Fitness Management Projects II
FIT223	Advanced Fitness Assessment
FIT212	Programming for Special Cases
FIT217	Program Administration Clinic II
NUT207	Nutrition Guidance (Special Cases)
PATH109	Pathology
HEAL202	Prevention and Treatment of Injuries

SEMESTER 5	7 WEEKS
PROJ205	Clinical Training in Fitness Field
FIT210	Fitness Seminars
ADM224	Fitness Management Projects III

For more information, call Beau Kent at (416) 944-4562 between 9 a.m. and 5 p.m.

HEARING INSTRUMENT DISPENSER

GBC Code HD101
Casa Loma Campus
30 Weeks (2 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

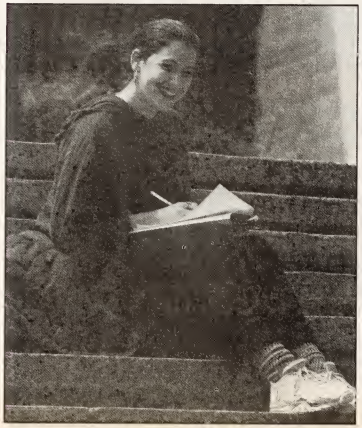
PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology. Mature students will be required to take a preliminary exam. Qualified applicants will be tested in English and basic sciences, and may be required to attend an interview.

ABOUT THE PROGRAM:
This technical program is for people who want to learn the skills necessary to be able to fit and dispense hearing instruments (aids). The teaching program includes a laboratory component as well as a pre-graduate clinical experience (offered in the second semester).

The graduate will be able to offer services that can consist of: consultation, custom fitting, taking earmold impressions, instruction in the care and use of hearing aids, adjustments, repairs, ongoing maintenance and service, and demonstrations of various other assistive listening devices. This program will appeal to people who are interested in working with people and helping clients to improve their hearing ability.

This program is unique in Ontario.

CAREER PROSPECTS:
Hearing instrument dispensers may be employed by an independent hearing dispenser centre or may wish to establish their own centre at a later date.



SEMESTER 1	15 WEEKS
ANAT127A	Functional Anatomy and Physiology
HS105	Physics (Sound)
PSY118	Applied Psychology
HS108	Level I Theory and Applications Part 1
HEAL111	Health Promotion
HS106	Audiometry & Hearing Disorders
COMM120	College English

SEMESTER 2	15 WEEKS
GER200	Gerontology
HS111	Counselling
HS114	Level I Theory and Applications Part 2
SBM166	Small Business Management
HS107	Ethics/Professional Management
HS118	Practicum Consolidation Elective I (45 hrs)
LIBS132	Being Human: Self, Society and Meaning

For more information, call Earlene Wosik at (416) 944-4543.

NURSING

GBC Code NU1030
St. James Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September, January
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent including Grade 12 English, mathematics and two science subjects at the Grade 11 or Grade 12 level of which biology must be one, and either chemistry or physics must be the second. An average of 60 per cent in advanced level courses and 70 per cent in general level courses is required for all prerequisites.

Mature students (see page 7) are required to have Grade 12 academic upgrading in English, mathematics, biology and either chemistry or physics or the equivalent.

All applicants who fulfill either of the criteria above will be invited to write the admissions tests which are required by all Nursing applicants.

Information sessions are scheduled in the fall and winter for all interested applicants.

Students must obtain a CPR basic rescuer certificate approved by the Ontario Heart Foundation and a First Aid certificate during the first two months of the first semester and keep it current throughout the program. Selected applicants will be required to complete and submit the George Brown Medical Form during the first weeks of beginning the program. The college recommends that students have the Hepatitis B vaccination for their own safety prior to entry.

ABOUT THE PROGRAM:
This program educates individuals to become responsible and accountable practitioners of nursing in accordance with established Standards of Practice (College of Nurses of Ontario). The curriculum combines nursing, general education and clinical courses. In the third year, there is one elective; students may choose one of several courses.

The central themes of the curriculum are:

- caring and helping, which are the essence of nursing
- principles of nursing process and problem solving skills
- a working understanding of nursing theory (Orem) as a basis for nursing practice
- professional responsibility and accountability
- principles of adult learning.

Graduates must write the Ontario Nurse Registration Exams in order to practice in this profession.

CAREER PROSPECTS:
Graduates of the program who are successful in the Ontario Nurse Registration Examinations may be employed in acute and chronic care hospitals, convalescent hospitals, rehabilitation agencies, community nursing, retirement homes and nursing homes.

ADVANCED STANDING:
Students who successfully complete this program may qualify for exemptions in Bachelor of Science programs at most Ontario universities.

SEMESTER 1	18 WEEKS
NU111	Nursing Theory I
NU112	Nursing Practicum I
NU113	Human Relations
ANAT113	Anatomy and Physiology I
PSY115	Developmental Psychology
COMM120	College English

SEMESTER 2	18 WEEKS
NU121	Nursing Theory II
NU122	Nursing Practicum II
PATH121	Pathology and Therapeutics I
ANAT123	Anatomy and Physiology II
PSY125	General Psychology
HUMN126	Introduction to World Relations

SEMESTER 3	18 WEEKS
NU231	Nursing Theory III
NU232	Nursing Practicum III
PATH232	Pathology and Therapeutics II
HUMN237	Contemporary Moral Problems

SEMESTER 4	18 WEEKS
NU241	Nursing Theory IV
NU242	Nursing Practicum IV
PATH243	Pathology and Therapeutics III
SOC240	Introductory Sociology

SEMESTER 5	18 WEEKS
NU351	Nursing Theory V
NU352	Nursing Practicum V
PATH354	Pathology and Therapeutics IV
ELECT000	Elective

SEMESTER 6	18 WEEKS
NU361	Nursing Theory VI
NU362	Nursing Practicum VI

NOTE: Courses are subject to change.

For more information, call Marian Goltz, program co-ordinator, at (416) 867-2070 between 9 a.m. and 4 p.m.

IF YOU DON'T QUALIFY FOR A HEALTH SCIENCES PROGRAM, SEE OUR PRE-HEALTH SCIENCE PROGRAM ON PAGE 111.

NURSING ASSISTANT

GBC Code NU1140
St. James Campus
1 Year
Apply to OCAS

Starting: September, January
Certification: Certificate
Summer practicum

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent including Grade 12 English and mathematics and Grade 11 or 12 biology. An average of 60 per cent in advanced level courses and 70 per cent in general level courses is required for all prerequisites. Mature students (see page 7) are required to have a Grade 12 academic upgrading in English, mathematics, and biology or the equivalent. All applicants will be required to write admission tests. Information sessions will be scheduled in the fall and winter to provide an overview of the program.

Students are required to obtain a CPR basic rescuer certificate approved by the Ontario Heart Foundation and a First Aid certificate during the first two months of semester one and to keep it current throughout the program. Applicants selected for the Nursing Assistant program will be required to complete the George Brown medical form. These requirements are stipulated in the Ontario Public Hospitals' Act. The college also recommends that students have the Hepatitis B vaccination for their own safety prior to entry.

ABOUT THE PROGRAM:
Nursing Assistants play a vital role in the health care team in hospitals and community-based agencies. They provide basic nursing care to individuals on their own as well as with other nursing and health-care team members.

Students in the program are provided with the learning opportunities to develop the competencies required to meet the Standards of Nursing Practice for Nursing Assistants (College of Nurses of Ontario). Graduates of this program are eligible to write the provincial registration examinations that allow them to become Registered Nursing Assistants (RNA) in Ontario.

In September 1993, the Nursing Assistant program will include a common first semester with nursing. This will provide an opportunity for students to receive full credit for semester one, if they choose to enter the Nursing program. Semester two provides opportunities for the application of theory and practice in a variety of clinical settings. The suceeding six-week preceptorship experience provides students with an opportunity for more independent practice in a variety of health care settings.

CAREER PROSPECTS:
Registration of nursing assistants in Ontario is obtained through successful completion of provincial registration examinations. RNAs are employed in nursing homes, retirement homes, rehabilitation agencies, acute-care hospitals and community agencies.

ADVANCED STANDING:
Students who successfully complete this program may qualify for advanced standing in George Brown's Diploma Nursing (NU1030) program.

SEMESTER 1	18 WEEKS
NU111	Nursing Theory I
NU112	Nursing Practicum I
NU113	Human Relations
ANAT113	Anatomy and Physiology I
PSY115	Developmental Psychology
COMM120	College English

SEMESTER 2	18 WEEKS
NU201	Nursing Theory II
NU212	Nursing Practicum II
PATH220	Pathology and Therapeutics
SOC202	Sociological Perspective

PRACTICUM	6 WEEKS
NU313	Nursing Practicum III

NOTE: Program subject to revisions in September 1994.

For more information, call Sharan Jeffrey, program co-ordinator, (416) 867-2070 between 9 a.m. and 4 p.m.

REFRESHER/UPGRADING NURSING PROGRAMS
(NURSING/UPGRADING FOR GRADUATE NURSES)

OPTION A:

GBC Code NU4100 13 Weeks (plus modules, as required)
Nightingale Campus Starting: September, December and March
OCAS Apply to OCAS

Program length varies depending on the number of modules taken.

ABOUT THE PROGRAM:

This 13- to 34-week program is designed for registered nurses to refresh their skills and knowledge before returning to active practice, or for graduate nurses to upgrade before writing the certification examination required by the College of Nurses of Ontario. The 13-week core is the refresher component and is also prerequisite to the three 7-week modules: Maternal-Newborn Nursing, Pediatric Nursing and Psychiatric Nursing. Classroom theory is balanced with relevant clinical practice in downtown Toronto hospitals.

OPTION B:

GBC Code NU4020 32 Weeks (plus modules, as required)
Nightingale Campus Starting: September

ABOUT THE PROGRAM:

This 32- to 53-week program is designed for registered nurses to refresh their skills and knowledge before returning to active practice or for graduate nurses to upgrade before writing the certification examination required by the College of Nurses of Ontario. The long-stream, 32-week core allows students to continue working while refreshing or upgrading their skills. Classes are held one day per week. The 32-week core is the refresher component and is also prerequisite to the three 7-week modules: Maternal-Newborn Nursing, Pediatric Nursing and Psychiatric Nursing. The modules are only offered on a full-time basis. Classroom theory is balanced with relevant clinical practice in downtown Toronto hospitals.

PREREQUISITES:

When applying to either program, applicants must present at time of application a) a current Certificate of Competence from the College of Nurses of Ontario or b) a letter of ruling from the College of Nurses of Ontario. In addition, an interview, a medical examination and a current CPR basic rescuer certificate (Heart and Stroke Foundation) are required.

CAREER PROSPECTS:

Registered nurses who take courses of the program for refreshment purposes find employment in acute care hospitals, specialty hospitals, extended care hospitals, convalescent hospitals, rehabilitation agencies, public health agencies, retirement homes and nursing homes. Non-registered nurses who complete courses for upgrading purposes as set out in their letter of ruling are eligible to write Ontario Nurse Certification Examinations and, if successful, work as registered nurses as above.

THE CORE PROGRAM (13 OR 32 WEEKS) INCLUDES:

RBN401	Review of Basics to Nursing
MSN410	Medical-Surgical Nursing — Practical
Modules, all 7 weeks, include:	
MATN400	Maternal-Newborn Nursing — Community Experience
MATN411	Maternal-Newborn Nursing — Practical
MATN403	Maternal-Newborn Nursing — Theory
PEDN403	Pediatric Nursing — Practical
PEDN404	Pediatric Nursing — Theory
PSYN400	Psychiatric Nursing — Community Experience
PSYN403	Psychiatric Nursing — Practical
PSYN404	Psychiatric Nursing — Theory

For more information, call Kathleen Alexander at (416) 867-2320 between 9 a.m. and 3 p.m.

REGISTERED NURSE — CRITICAL CARE

GBC Code NU4000 Starting: September, January
Nightingale Campus Certification: Certificate
16 Weeks (1 semester) No summer classes
OCAS Apply to OCAS

PREREQUISITES:

Current Certificate of Competence, College of Nurses of Ontario, or, if from out of province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; B.C.L.S. (Heart and Stroke Foundation); an interview; and a medical.

ABOUT THE PROGRAM:

This program prepares registered nurses to give competent care to critically ill individuals and their families. It offers clinical experience on a full-time basis.

The program is divided into two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and the focus is on upon the unstable, critically ill individual suffering from complex, multisystem problems.

Theory includes:

- advanced anatomy and physiology of the vital systems, i.e., cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases, including medical assessment and management
- nurse's role in selected assessment and supportive measures, e.g., electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevant medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication, group process, prevent stress and burn-out.

Clinical practice is arranged in one of the downtown Toronto hospitals.

Theory portions of this program may be completed on a part-time basis.

COURSES	16 WEEKS
CCN400	Critical Care Nursing — Theory and Lab — General
HUMN402	Nursing Issues and Values
CCN401	Critical Care — Pathotherapeutics
CCN402	Critical Care Nursing — Practicum — General
CCN403	Critical Care Nursing — Theory — Advanced
CCN404	Critical Care Nursing — Practicum — Advanced

For more information, call Nazlin Kassam (416) 867-2345 between 9 a.m. and 3 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

REGISTERED NURSE — OPERATING ROOM

GBC Code NU4010
Nightingale Campus
16 Weeks (1 semester)
Apply to OCAS

Starting: September, January
Certification: Certificate
No summer classes

PREREQUISITES:
Current Certificate of Competence, College of Nurses of Ontario, or if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre would be an advantage; B.C.L.S. (Heart and Stroke Foundation); an interview, and a medical.

ABOUT THE PROGRAM:
This program prepares registered nurses to function competently as team members in an operating room. It offers unique clinical experience on a full-time basis.

The program is organized in three phases. Phase I consists of six weeks of theory, including:

- relevant anatomy and physiology
- principles of asepsis
- duties of scrub and circulating nurses
- intensive study of surgical interventions, their indication(s) and complication(s).

Phase II is an eight-week practicum. During this time, students rotate through several services, i.e. General Surgery, Gynecology, Urology, E.N.T., Orthopedics, Plastics, Ophthalmology, and have observational experiences in Neurosurgery and Cardiovascular surgery.

Hospitals participating in the clinical practice include:

- St. Michael's Hospital, and
- Mount Sinai Hospital; and others.

Phase III is two weeks in length. The focus is management of organization behaviour to prepare nurses to function as first-level supervisors. The content includes management theory based on a behavioural human-relations framework.

Theory portions of this program may be completed on a part-time basis.

COURSES	16 WEEKS
ORN400	Operating Room Nursing — Theory and Labs
ORN401	Operating Room Nursing — Practicum
ORN407	ORN — Surgical Seminar/Management

For more information, call Virginia Warren at (416) 867-2349 between 9 a.m. and 3 p.m.

REGISTERED NURSE — PERINATAL INTENSIVE CARE

This program is no longer offered on a full-time basis, but it may be taken part-time. For a copy of the Continuing Education calendar of programs, call our Enquiry Centre at (416) 867-2464 or toll-free 1-800-263-8995.

For more information, call Heather Urquhart at (416) 867-2351.

ORTHOTIC/PROSTHETIC TECHNICIAN

GBC Code DE1100
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 and/or 12 physics and biology.

Qualified applicants will have a manual dexterity test and will be interviewed prior to the fourth Saturday in April. Program closure takes place on the last Wednesday in March.

ABOUT THE PROGRAM:
This technical program is for people who are craft-oriented but not interested in the clinical aspects of orthotics/prosthetics. Under the direction of the orthotist/prosthetist, students learn how to make orthoses (braces and splints) and prostheses (artificial limbs) which are fitted to help rehabilitate disabled patients. It is a field in which new materials, techniques and controls are creating an increasing demand for technically competent people.

Graduates will be eligible for registration by the Canadian Association of Prosthetists and Orthotists. For an information appointment about this program, please call (416) 242-4864.

This program is unique in Ontario.

CAREER PROSPECTS:
Excellent employment opportunities are available in hospitals, rehabilitation centres and private facilities across the country.

JOB DESCRIPTIONS:
The orthotic technician makes orthoses from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

The prosthetic technician makes prostheses from drawings, measurements and plaster casts using a variety of materials, such as metals, plaster and leather.

SEMESTER 1	17 WEEKS
PROS102	Materials and Laboratory Techniques
ENDR114	Drawing and Sketching (Basic)
WELD147	Welding Techniques
ANAT116	Gross Anatomy
MATH104	Mathematics
PROS103	Fabrication Theory
COMM120	College English

SEMESTER 2	17 WEEKS
PROS112	Materials and Laboratory Fabrication Techniques
PROS113	Fabrication Theory
MACH100	Basic Machine Shop Fundamentals
MET101	Introductory Metallurgy
ANAT125	Gross Anatomy
MECH104	Mechanics
LIBS132	Being Human: Self, Society and Meaning

SEMESTER 3	17 WEEKS
PROS205	Materials and Laboratory Fabrication Techniques
ELTC130	Electronics
ENG205	Language and Communications
PROS206	Fabrication Theory
PRGM120	Intro to Computers
MECH224	Mechanics of Materials

SEMESTER 4	17 WEEKS
PROS215	Materials and Laboratory Fabrication Techniques
ELTC130	Electronics
PROS203	Pre-Graduate Work Experience
PROS216	Fabrication Theory
PSY217	Psycho-Social Approach to Disability
ANAT207	Anatomy
KINE105	Kinesiology

For more information or if you are applying to this program, call David Preston at (416) 242-4864 between 9 a.m. and 3 p.m.

CLINICAL METHODS IN ORTHOTICS/PROSTHETICS
(POST DIPLOMA)

GBC Code DE1120
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
This is a post-diploma/post-degree program. Graduates from the Orthotics/Prosthetics technical program, graduates in kinesiology, physiotherapy, physical education, engineering, nursing and other related backgrounds will be considered as suitable applicants. An initial prescreening testing process will take place in late March or early April. Qualified applicants will then be interviewed on the fourth Saturday in April. This will be the only interview day available.

ABOUT THE PROGRAM:
The two-year program is co-ordinated between George Brown College and West Park Hospital, with associate clinics at Chedoke-McMaster Hospital and the Canadian Centre for Prosthetics. Students will be trained in making and fitting prostheses (artificial limbs) and orthoses (braces and splints).

Students obtain clinical experience under the direction of certified prosthetists/orthotists and other health care professionals. Laboratory experience is gained at West Park Hospital.

This program will appeal to students, especially those who have a background in health sciences, who are interested in working with people and helping patients in their attempts to overcome disabilities.

Graduates will be eligible for certification by the Canadian Board for Certification of Prosthetists and Orthotists. For further information call (416) 242-4864.

This program is unique in Ontario.

CAREER PROSPECTS:
Employment is available in orthotic and prosthetic management at hospitals, rehabilitation centres and private facilities throughout Canada.

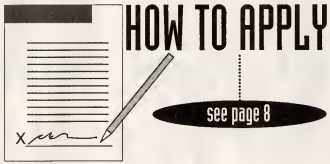
SEMESTER 1	17 WEEKS
CT102	Clinical Techniques (Theory)
LAB104	Laboratory Procedures
CT103	Clinical Techniques (Practical)
ANAT111	Grass Anatomy
KINE102	Kinesiology and Biomechanics I

SEMESTER 2	17 WEEKS
CT112	Clinical Techniques (Theory)
CT113	Clinical Techniques (Practical)
LAB114	Laboratory Procedures
ANAT107	Grass Anatomy
GER201	Gerantology
PHYS107	Physiology

SEMESTER 3	17 WEEKS
CT202	Clinical Techniques (Theory)
CT203	Clinical Techniques (Practical)
LAB203	Laboratory Procedures
PATH211	Pathaphysiology
KINE204	Clinical Prasthetics & Orthatic Biamechanics
CT204	Powered Prasthetics

SEMESTER 4	17 WEEKS
CT212	Clinical Techniques (Theory)
LAB213	Laboratory Procedures
CT213	Clinical Techniques (Practical)
PATH221	Pathaphysiology
BUS276	Practice Management

For mare informatian ar if you are applying to this program, call Dan Blocka at (416) 242-4864 between 9 a.m. and 3 p.m.



PRE-HEALTH SCIENCE

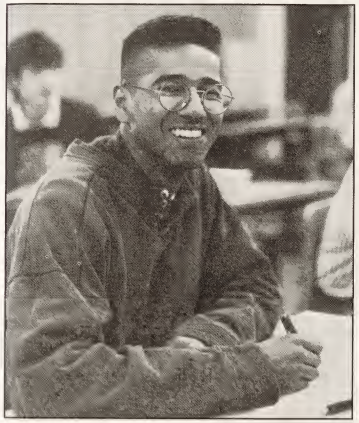
GBC Code PH7000
St. James Campus
16 Weeks (1 semester)
Apply to OCAS

Starting: September, January
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM:
The Pre-Health Science program is offered through the Academic Division and has been established for people who want to enter a post-secondary health science program but do not have all the admission requirements. It offers necessary background in English, mathematics, social sciences and basic sciences.

Graduates of the program who wish to enter full-time programs in health-related sciences must apply through the normal selection process. In some programs, such as Diploma Nursing (NU1030), students who achieve satisfactory academic standing in Pre-Health Science will be guaranteed admission after they have applied.



COURSES	16 WEEKS
ENG700	Language and Communications
MATH700	Mathematics for Pre-Health
PHY700	Physics for Pre-Health
CHEM700	Chemistry for Pre-Health
BIO700	Biology for Pre-Health
LIBS700	Introduction to Sociology and Human Relations

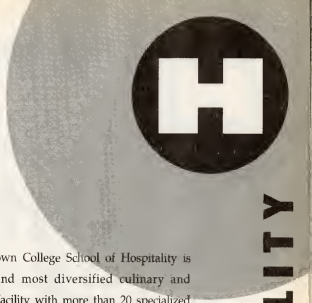
For mare informatian, call (416) 867-2196 between 8 a.m. and 4 p.m.

SCHOOL OF HOSPITALITY

Dean:
Brian Cooper

Chairpersons:
Russ Cooper,
Academic

Dorothy Ellis,
Administration



HOSPITALITY

The George Brown College School of Hospitality is Canada's largest and most diversified culinary and hospitality training facility with more than 20 specialized management, apprenticeship and tuition-short programs. Centrally located in the heart of Canada's restaurant and hotel capital, it provides a centre of life-long learning for more than 1,800 full-time and 3,000 part-time students in its state-of-the-art hospitality building.

Students take part in industry externships or placements as part of a skill-oriented curriculum that is nurtured by more than 80 of the world's finest training chefs, pastry chefs, hospitality managers and tradespersons.

Students can progress through a variety of programs while at George Brown by combining blocks of specific curriculum. This leads to a variety of options for our students.

Several programs are unique to Canada. These include programs such as Chinese Cuisine and Chef Pre-Employment and post-diploma programs such as Culinary Arts Italian (with a three-month placement in Italy), Food Service Supervisor (a one-year program leading to supervisory positions in the retirement home and health care industry), Patissier (Advanced Pastry Work) and Sommelier (Canada's only certified wine appreciation and service program). Many of Hospitality's part-time continuing education courses count towards full-time certificate and diploma programs as well.

Our keen Hospitality students often work part-time at some of the city's best hotels and restaurants while attending classes. Special events, student/industry associations and on-campus clubs, plus regular guest speakers and guest chefs, make the School of Hospitality a unique learning experience. For further information and appointments, phone (416) 867-2225.

BAKING TECHNIQUES

GBC Code FS5410
St. James Campus
40 Weeks (2 semesters)
Apply to OCAS

Starting: Fall
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7) and a pre-entrance orientation session.

ABOUT THE PROGRAM:
This program prepares students for a career in the Canadian baking industry. It is segmented into specific skill sections that include breads, pastry, cakes and decorating. Each section deals with the practical methods and the theoretical background of a particular specialty. The sections are rounded out with sanitation, nutrition, business communications and mathematics. Students will complete two externships (work experience) as part of the program.

CAREER PROSPECTS:
This program covers the entire baker apprentice in-school work. Graduates may become apprentice bakers with 900 hours credit towards their professional certification. Alternatively, they may take positions in commercial bakeries, large hotels and institutions, or small bakery shops concentrating in one of several specialist aspects of baking.

ADVANCED STANDING:
Graduates may qualify to take a Patissier program at George Brown College following work experience. Call the School of Hospitality for more details.

PART 1 BASIC

SEMESTER 1	20 WEEKS
SAN501	Sanitation
BK550	Bakery Farmulation
BK551	Ingredients
BK552	Fermentation
BK553	Straight Dough
BK554	Variety Fermented Goods
BK555	Pies, Sweet and Puff Paste Goods
BK556	Cookies
BK557	Cakes, Creams
BK558	Muffins, Tea Biscuits
ENG511	Language and Communications
CWE500	Work Experience

PART 2 ADVANCED

SEMESTER 2	20 WEEKS
SAN511	Sanitation
BK560	Farmulation
BK561	Flour and Sugar
BK562	Cakes
BK563	Bread and Rolls
BK564	Pastries and Chaux Paste
BK565	Puddings and Desserts
BK566	Decorating, Specialty Wark
SCR530	Stock Cantral, Receiving
PC530	Product Casting
PUR531	Ingredient and Material Purchasing
CWE501	Wark Experience

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

CHEF TRAINING (PRE-EMPLOYMENT)

GBC Code FS7420
St. James Campus
35 Weeks
Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes with January intake

PREREQUISITES:
Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

ABOUT THE PROGRAM:
This program provides the complete in-school portion of the apprentice cook certification program. Graduates will be considered for direct entry into the 3rd semester of the Culinary Management program with the addition of accounting and computer courses, or direct entry into the Culinary Arts — Italian program with acceptable experience.

Nine hundred of the 6,000 hours required for apprenticeship are credited to the graduate who registers as an Apprentice Cook.

The program includes food theory classes covering all aspects of food products and preparation, and demonstrations by experienced qualified chefs on how to prepare food items, followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, purchasing and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens. Students will complete a work experience in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

CAREER PROSPECTS:
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

ADVANCED STANDING:
Students may qualify for second year Culinary Management (FS1060) and Culinary Arts — Italian (post-diploma) (FS4020) program.

SEMESTER 1	18 WEEKS
BKT701	Bake Theory
BK701	Bake Practical
FSQ701	Small Quantity Food
FLQ701	Large Quantity Food
MATH735	Business Mathematics
MT701	Meat Theory
NUT731	Nutrition
FTC701	Food Theory
PUR705	Kitchen Management
DIM701	Dimensians Haspitality
SAN730	Sanitatian and Safety
ENG710	Language and Communicatians

SEMESTER 2	17 WEEKS
BKT702	Bake Theory
BK702	Bake Practical
FTC702	Food Theory
FSQ702	Small Quantity Food
FLQ702	Large Quantity Food
PUR702	Purchasing
MATH735	Business Mathematics
FCL703	Food Beverage and Labour Cantral

(Specific caurses will nat necessarily be offered in the semester indicated.)

For more information, call the School of Haspitality at (416) 867-2225 between 9 a.m. and 4 p.m.

CHINESE COOKING (BASIC)

GBC Code FS5770
St. James Campus
8 Weeks
Apply to GBC

Starting: At various times throughout the calendar year
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 8 with a pre-entrance orientation session with a college staff member and Chinese restaurant community representative.

ABOUT THE PROGRAM:
This program prepares students for careers as cooks in Chinese restaurants. It teaches the food preparation, kitchen supervisor and theoretical methods to meet the needs of various styles of Chinese cuisine. Students prepare regional specialties such as Dim Sum, Cantonese cuisine, Szechuan cuisine, barbecue and chop suey type dishes in our Chinese-style food laboratory. Each practice session is preceded by a demonstration and discussion of specific methods conducted by a noted expert in that particular field. Cantonese terms are used throughout the course to describe ingredients and cooking methods. If the entire class is fluent in Cantonese, the class may be taught in that language.

CAREER PROSPECTS:
Graduates are employed as third, second, first cook and, with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

COURSES	8 WEEKS
SAN577	Sanitation
FTF577	Food Theory
MENU577	Menu Planning
FP534	Cantanese Preparation
FP535	Dim Sum Preparation
FP536	Chop Suey and Food Preparation
FP537	Szechuan Preparation
MATH577	Mathematics
ENG577	Communications

CHINESE COOKING (ADVANCED)

GBC Code FS5780
St. James Campus
8 Weeks
Apply to GBC

Starting: At various times throughout the calendar year
Certification: Certificate
No summer classes

PREREQUISITES:
Successful completion of Chinese Cooking (Basic) program and work experience.

ABOUT THE PROGRAM:
This program continues and elaborates on the skills acquired in the basic program and in the work experience. It reinforces the practical sessions on advanced food preparation by discussion of food storage, purchasing and receiving, recipe costing, portion control and yields, human relations, market evaluation, hospitality law and Chinese kitchen layouts. Cantonese terms are used throughout the course to describe ingredients and cooking methods. If the entire class is fluent in Cantonese, the class may be taught in that language.

CAREER PROSPECTS:
Graduates are employed as third, second and first cook and, with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

These programs are unique in Ontario.

COURSES	8 WEEKS
SAN578	Sanitation
FTF578	Food Theory
PUR578	Kitchen Management
FP544	Cantanese Preparation
FP545	Dim Sum Preparation
FP548	Barbecue Preparation
FP549	Chop Suey Preparation
FP547	Szechuan Preparation

Students will complete a compulsory (eight-week) externship in a recognized Chinese restaurant between the basic and advanced program.

For more information about both programs, call Bill Wang at (416) 867-2250 between 9 a.m. and 4 p.m.

CULINARY ARTS — ITALIAN (POST DIPLOMA)

GBC Code FS4020
St. James Campus
33 Weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Applicants must have graduated from either a two-year Culinary Management program or from a Basic and Advanced Food Preparation program offered through apprenticeship, Chef Pre-Employment; and they must have one year of acceptable work experience in an Italian restaurant. Throughout the program students are expected to work part-time in an Italian restaurant kitchen.

ABOUT THE PROGRAM:
This program provides graduate cooks with the opportunity to study the culture, art and wines of Italy, as well as its many regional cuisines. Students combine a four-day-per-week, in-college skill development program with on-the-job practical experience in Toronto Italian restaurants. The final 15 weeks of the program will be an externship arranged by our Italian Advisory Committee in the finest Italian restaurants of Italy, San Francisco, New York or Chicago.

This program is unique in Canada.

CAREER PROSPECTS:
Successful graduates will find employment in one of the many Italian specialty restaurants, or use the experience to enhance their repertoire of special menus for large hotels or institutions.

SEMESTER 1	18 WEEKS
CUL400	Dimensions of Italian Culture
FTC400	Italian Culinary Theory
VIN400	Italian Wines
MENU401	Italian Menu Development
FP400	Italian Food Preparation Techniques
FSQ400	Italian Small Quantity Food Prep/Lab
BK400	Italian Baking & Dessert Craft
SERV400	Italian á la Carte Kitchen & Dining Service
SEMESTER 2	**15 WEEKS**
CWE401	Work Experience — Externship

For more information, call Ivana Zambotti at (416) B67-2247 between 9 a.m. and 4 p.m.

NOT SURE YOU QUALIFY?
see page 6

CULINARY MANAGEMENT

GBC Code FS1060
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits in Grades 11 and 12 at or above the general level) or equivalent, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards. Graduates are well versed in kitchen organization and management. The program includes two periods of supervised work experience with top Ontario chefs.

Successful candidates complete the in-school portion of the basic and advanced apprentice cook program with the subsequent hours of credit.

After two years of work in the industry, graduates are eligible to write the professional certification examination for the trade of journeyperson cook.

CAREER PROSPECTS:
Career opportunities in the field of professional food preparation are excellent. As changing lifestyles influence more and more people to dine out, the demand for professional chefs grows. Graduates find employment in large hotels and food operations as well as in more intimate restaurants and clubs.

JOB DESCRIPTIONS:
Chef de Partie — Reporting directly to the sous (assistant) chef, the chef de partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef — Reporting directly to the executive chef, the sous chef is responsible for the day-to-day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality and cost. The sous chef is also fully responsible for the kitchen in the absence of the executive chef.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from credits in the Bachelor of Applied Arts program at Ryerson's School of Hospitality and Tourism Management. This program also qualifies students for 1,200 hours towards provincial certification as a cook. Graduates may take the Food Service Supervisor, Culinary Arts — Italian, or Patissier programs.

SEMESTER 1	18 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
FLQ101	Large Quantity Food
BKT101	Bake Theory
BK101	Baking
SAN100	Sanitation, Safety and Hygiene
MATH111	Business Mathematics
PUR104	Kitchen Management
MARK203	Marketing I
ACC109	Accounting

SEMESTER 2	21 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
FLQ102	Large Quantity Food
BKT102	Bake Theory
BK102	Baking
NUT102	Nutrition
EDP105	Elementary Computer Concepts
FCL201	Food, Beverage and Labour Control
ENG107	Business Communication
ACC110	Accounting
CWE101	Work Experience

SEMESTER 3	15 WEEKS
FTC203	Food Theory
FLQ205	Food Preparation Garde Manger
FLQ203	Advanced International Cuisine
BK203	Baking
LAW204	Law and Insurance
MARK208	Marketing II
ACC207	Hospitality Accounting
SERV206	Convention & Banquet Service

SEMESTER 4	21 WEEKS
VIN201	Wines
FSQ203	Small Quantity Food — Advanced
BK204	Baking
PERS202	Personnel
MP201	Management Projects
MARK209	Marketing III
CWE202	Work Experience

(Specific courses will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD AND BEVERAGE MANAGEMENT

GBC Code FS1070
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
The food industry is the most rapidly expanding service sector of Canada's economy. In 1990, it offered more than 100,000 new jobs.

Fascinating opportunities exist in restaurants; commercial, social and industrial catering; airline food service; health care facilities; hotels; resorts and fast food operations.

Students graduate with thorough training in practical and management skills, using modern facilities that include a fully-equipped bar, food preparation stations and a private, licensed dining lounge.

As well as the latest innovations in food service management, students learn banquet catering, food and beverage control, restaurant accounting, nutrition and personnel management.

The college has co-operative training programs with many of Ontario's top restaurants and catering establishments.

CAREER PROSPECTS:
Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as management trainees, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

JOB DESCRIPTIONS:
Management Trainee — Works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager — Responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager — Responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, sanitation, and an excellent food production system.

Owner — Often having started out with small fast-food or specialty restaurants, many of our graduates own and operate successful food operations.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from credits in the Bachelor of Applied Arts program at Ryerson's School of Hospitality and Tourism. Graduates may also qualify for exemptions in other Hospitality programs at George Brown.

SEMESTER 1	18 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
NUT102	Nutrition
MATH110	Business Mathematics
SERV103	Food & Beverage Service I
MARK105	Marketing I
PUR104	Kitchen Management
ACC103	Accounting
ENG139	Language and Communications I

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
FCL201	Food, Beverage and Labour Control
ENG149	Language and Communications II
MIX103	Mixology
SERV113	Food & Beverage Service II
ACC104	Hospitality Accounting Procedures
EDP105	Elementary Computer Concepts
CWE102	Work Experience

SEMESTER 3	15 WEEKS
FLQ203	Advanced International Cuisine
MARK208	Marketing II
PERS202	Personnel
ACC207	Hospitality Accounting

SEMESTER 4	17 WEEKS
LAW204	Law, Insurance and Security
VIN201	Wines
MARK209	Marketing III
SERV206	Conventian and Banquet Service
SERV207	Advanced Food and Beverage Services
MP201	Management Projects
CWE203	Work Experience

(Specific courses will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD PREPARATION/GENERAL (BASIC)

GBC Code FS5730
St. James Campus
20 Weeks
Apply to GBC

Starting: Every 20 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7), and a pre-entrance orientation session.

ABOUT THE PROGRAM:
The program includes food theory classes covering all aspects of food products preparation and demonstrations by experienced qualified chefs on how to prepare food items, followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens.

CAREER PROSPECTS:
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

Students who successfully complete this program may be given direct entry into the advanced-level program or enter industry with 450 credit hours granted towards their professional designation as a journeyperson cook.

ADVANCED STANDING:
This is a foundation course that can lead to all Hospitality Diploma programs. (Students must complete the Food Preparation/General (Basic) and Advanced programs to receive the in-school portion of their apprenticeship.)

COURSES	20 WEEKS
BKT501	Bake Theory
BK501	Baking
ENG501	Language and Communications
FSQ501	Small Quantity Food
FLQ501	Large Quantity Food
MATH501	Mathematics
MT501	Meat Theory
NUT501	Nutrition
FTC501	Food Theory
PUR505	Kitchen Management
DIM501	Dimensions Hospitality
SAN500	Sanitation and Safety

Students will complete an externship in Toranto's leading training restaurants, hotels or catering establishments as part of their program.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD PREPARATION/GENERAL (ADVANCED)

GBC Code FS5740
St. James Campus
20 Weeks
Apply to GBC

Starting: Every 20 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or mature student status (see page 7) and successful completion of Food Preparation, Basic.

ABOUT THE PROGRAM:
This program completes the requirements for the in-school portion of the journeyperson cook certificate. Graduates are urged to enter the industrial training section of the apprenticeship program, for which they have 900 hours credit.

Graduates may be considered for direct entry into the 3rd semester of the Culinary Management program, if they obtain credits in accounting and computer concepts.

CAREER PROSPECTS:
Excellent career opportunities are available in hotel restaurants, clubs and institutions as a cook. Candidates can progress to positions of a head cook, chef or kitchen manager.

ADVANCED STANDING:
Graduates of this program receive up to 450 hours towards their certification of qualification for the trade of cook. Students who successfully complete this program may enter the Food and Beverage Management (FS1070), Culinary Management (FS1060), and Culinary Arts — Italian (FS4020) programs.

COURSES	20 WEEKS
BKT502	Bake Theory
BK502	Bake Practical
FTC502	Food Theory
FSQ502	Small Quantity Food
FLQ502	Large Quantity Food
FC503	Food, Beverage Cost Control
ACCL502	Labour Cost
PUR502	Purchasing
ENG502	Language and Communications

Students will complete an externship in Toranto's leading restaurants, hotels or catering establishments as part of their program.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

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see inside back cover

FOOD SERVICE AND BARTENDING

GBC Code FS5760
St. James Campus
20 Weeks
Apply to GBC

Starting: Every 10 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or mature student status (see page 7) and a pre-entrance orientation session.

ABOUT THE PROGRAM:
This 20-week program integrates the skills of food and beverage service techniques over two 10-week blocks.

The theory and practical, hands-on skills of food service are taught in a formal dining room where students are required daily to serve five-course meals. Skills are built gradually, moving from the basic to the more complex. Bartending is taught in a modern, 22-station mixology laboratory with theory and hands-on practice combined. Sanitation and dimensions of the industry round out Module I. Module II provides introductions to marketing, restaurant accounting procedures, wine appreciation and advanced service such as flambé work and food preparation at the tableside.

CAREER PROSPECTS:
Graduates find positions in table service in large and small restaurants or food service operations from fast-food areas to fine formal dining rooms. In addition, the skill of bartending will allow the extra flexibility to obtain a position as a bartender in bars, taverns, discos and clubs.

ADVANCED STANDING:
This is a foundation course that enables students to transfer credits towards Hotel Management (FS1080) and Food and Beverage Management (FS1070) programs.

SEMESTER 1	10 WEEKS
SAN576	Sanitation and First Aid
MIX576	Mixology
SERV576	Dining Room Orgonization I
SERV577	Basic Dining Room Service I
MATH576	Business Mathematics
ENG576	Business Communicotions

SEMESTER 2	10 WEEKS
LAW576	Hospitality Law
ACC576	Hospitality Accounting Procedures
MIX586	Mixology
VIN576	Wines
SERV586	Dining Room Orgonization II
SERV587	Dining Room Service II
CWE576	Work Experience

Work Experience is offered during the second semester of the program. It will replace two weeks of regular classes on a rotating basis.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD SERVICE SUPERVISOR (POST DIPLOMA)

GBC Code FS4010
St. James Campus
35 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Applicants must have successfully completed either a two-year Hospitality Management program from an Ontario community college or completed the equivalent of Basic and Advanced Apprentice Cooking program and selected management subjects. Candidates must attend an orientation and selection process.

ABOUT THE PROGRAM:
There is a critical need for certified food service supervisors in health-care facilities across Ontario and Canada. With the dramatic growth of retirement, extended care and nursing homes, as well as hospitals and health-care facilities catering to Canada's rapidly growing senior population, graduates of Hospitality Management programs are attracted to this well-paid, fulfilling and demanding occupation.

George Brown's one-year program is tailored to the Food Service and Hospitality graduates of Ontario community colleges. This post-diploma program will include courses in Applied Food Chemistry, Physiology, Therapeutic Diets, Psychology, Advanced Nutrition, Sanitation and Safety, in addition to expanded Financial Management and Human Relations courses of the existing common core hospitality programs offered at George Brown and other Ontario community colleges.

The program combines in-school instruction with supervised work placement in health-care facilities.

CAREER PROSPECTS:
Graduates will qualify to write the Canadian Food Service Supervisors' Association examination. Membership in the CFSSA is a prerequisite to hold a supervisory position in a provincially accredited health-care facility.

SEMESTER 1	18 WEEKS
PHYS402	Basic Physiology
NUT404	Introductory Nutrition I
SAN402	Infection Control and Safety
ENG402	Communicotions
MENU402	Menu Plonning II
FBM402	Theropeutic Diets

SEMESTER 2	17 WEEKS
FBM402	Theropeutic Diets
PSY404	Introduction to Psychology
TECH402	Supervisory Techniques
FCH404	Applied Food Chemistry
FC404	Operotionol Controls
ENG402	Communicotions

Field Placement: 4 weeks

(Specific courses will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

HOTEL MANAGEMENT

GBC Code FS1080
St. James Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs men and women who are prepared to meet the challenges it offers.

Students in Hotel/Motel Management learn practical skills in the most modern facilities available, including a fully-equipped bar, food preparation stations, a private, licensed dining lounge and a front desk classroom with models of hotel operations.

In the well-established work experience training program, students may spend time with the department heads of world-famous Canadian hotels learning, under expert supervision, what the hotel industry is all about.

CAREER PROSPECTS:
Graduates can look forward to a variety of positions within a hotel, such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely related food service industry.

JOB DESCRIPTIONS:
Front Office and Reception — The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales — The salesperson visits local and out-of-town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing — The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Beverage — The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets — The banquet manager supervises the setup and service of banquets, weddings, receptions, meetings and conventions.

Accounting — The food and beverage controller compiles cost and profit statistics, prices, menus, forecasts business trends and reports to management on cost-saving measures.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from credits in the Bachelor of Applied Arts program at Ryerson's School of Hospitality and Tourism Management.

SEMESTER 1	18 WEEKS
DIM101	Dimensions Haspitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
MATH110	Business Mathematics
MIX103	Mixalogy
SERV103	Food & Beverage Service I
PUR104	Kitchen Management
HK201	Housekeeping
MARK105	Marketing I
ACC103	Accounting
ENG139	Language and Communicatians I

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
NUT102	Nutritian
FCL201	Food, Beverage and Labour Cantral
ENG149	Language and Communications II
SERV113	Food & Beverage Service II
EDP105	Elementary Computer Concepts
ACC104	Haspitality Accounting Procedures
CWE102	Wark Experience

SEMESTER 3	15 WEEKS
FOP201	Front Desk Procedure
MARK20B	Marketing II
PERS202	Persannel
ACC207	Haspitality Accounting
VIN201	Wines

SEMESTER 4	17 WEEKS
LAW204	Law, Insurance and Security
FOO202	Frant Office Operatians
MARK209	Marketing III
SERV206	Canventian & Banquet Service
MP201	Management Projects
CWE203	Wark Experience

(Specific course will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) B67-2225 between 9 a.m. and 4 p.m.

RETAIL MEAT CUTTING

GBC Code FS5440
St. James Campus
20 Weeks
Apply to GBC

Starting: At various times throughout the calendar year
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or mature student status (see page 7). High standards of personal hygiene. Pre-entrance orientation session.

ABOUT THE PROGRAM:
At George Brown College, we have the most complete meat cutting laboratories, staffed by several of the best-known meat cutters in the industry.

Working in refrigerated meat laboratories, students divide their activity between industry meat production and private customer orders which account for thousands of dollars of meat purchases annually. This permits students to have comprehensive hands-on work experience, which develops their speed, accuracy and self-confidence before moving into the industry.

The in-school portion of training offers all subjects required for the apprentice meat cutter, such as meat cutting practice, theory of meats, business procedures, business mathematics and written communications.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Professional meat cutters are employed by: independent meat stores; chain store meat departments; hotel and restaurant portion control supply houses; and catering organizations.

Graduates of this program, because of their skill and immediate value to an employer, usually experience little difficulty in finding an employer of their choice. Graduates may qualify to write the professional certification examination for retail meat cutting.

COURSES	20 WEEKS
ENG539	Language and Communications
MT544	Business Procedure
MATH535	Business Mathematics
MC533	Practical Meat Cutting
MCT533	Trade Theory
SAN500	Sanitatian and Safety

Students will alsa complete an industry externship as part of the program.

For mare information, call the Retail Meat Cutting affice at (416) B67-2399 between 9 a.m. and 3 p.m.

SCHOOL OF SCIENCE AND TECHNOLOGY

Dean:
Jack McGee

Chairpersons:
Irene Adler,
Skill Development, Administration

Sean Donovan,
Construction Trades

William Houghton,
Electricol/Electronics Engineering Technology

Robert Nicholson,
Mechanical Systems Technology

Paul Stevens,
Computer Science & Engineering Technology

Louise Trudel-Kruithof
Architecturol/Civil Engineering Technology

The School of Science and Technology is committed to providing the best possible learning environment for its students. The way in which we offer our quality, career-oriented education is an important part of this commitment.

On the following pages you'll see that some of our programs have their first year in common with others in the same general field. This means you don't have to make a final career choice until your second year. Similarly, you can register in a three-year program but take a break after successful completion of the first two years — when a technician diploma is awarded — and return later to complete the technology diploma.

You may opt to take a partial course load in one of your years at the college in order to work part-time or to give yourself more time for study.

You may take courses from any of the semesters listed for your program, as long as you have the prerequisites before registration. (For example, you must take Drafting 1 before taking Drafting 2.) Some of the graduation requirements may be completed by taking selected evening courses or by transfer of credits from other post-secondary institutions.

Your program chairperson will be pleased to assist you in planning your course of action. If you have any questions, please call the phone number listed at the bottom of the program page.

AIR CONDITIONING/REFRIGERATION
ENGINEERING TECHNICIAN

GBC Code AR1010
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

ABOUT THE PROGRAM:
During the last decade, air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. The program focuses closely on practices used in industry. Well-equipped laboratories reinforce the practical aspects of the subject matter. Graduates qualify for membership in the Ontario Association of Certified Engineering Technicians and Technologist (OACETT).

CAREER PROSPECTS:
System Design — The technician works with a professional engineer in calculating heat loads; in sizing piping, ducting and other equipment; in planning site layouts and preparing drawings.

Sales Promotion — The technician prepares estimates and drawings so that competitive quotations may be given and provides technical support to sales staff in answering engineering queries.

System Balancing — The technician plans and recommends, or carries out, adjustment to air distribution, air quantities and velocities in order to maintain air supplies at recommended design conditions.

Estimating — The technician investigates new construction contracts to determine how an employer's product may best be used. Material and cost lists are prepared which demand a specialized heating, ventilating, and air conditioning (HVAC) knowledge.

ADVANCED STANDING:
Students who successfully complete this program may enter into the third year of the Air Conditioning/Refrigeration Engineering Technology program at George Brown. They may also qualify for some exemptions in engineering programs at Queen's University, Lakehead University and the University of Western Ontario.

SEMESTER 1	16 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electrical Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics

SEMESTER 2	18 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
PHY116	Applied Physics
COMM120	College English

SEMESTER 3	16 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Control
AIR216	Computer Applications
MATH206	Mathematics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
AIR207	Refrigeration Theory
AIR208	HVAC System Design
AIR209	System Control
ARDR226	Drafting
AIR210	Laboratory Applications
AIR211	Estimating
PHY208	Applied Physics
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4366 or Mechanical Systems Technology at (416) 944-4360.

AIR CONDITIONING/REFRIGERATION
ENGINEERING TECHNOLOGY

GBC Code AR120
Casa Loma Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

ABOUT THE PROGRAM:
High technology is having an impact on the heating, ventilating and air conditioning (HVAC) field. New opportunities are now arising in organizations for people with training beyond the two-year technician level. This program is intended to supplement the knowledge gained as technician and to expand on those specialized areas for which industry is demanding higher levels of expertise, notably, at a junior engineer or technologist level. The program monitors industry practices for evaluating HVAC systems and design. Graduates qualify for membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

CAREER PROSPECTS:
In addition to those offered at technician level:

System Design — Under the direction of an engineer the technologist will use the latest techniques in computer aided design programs for heating, ventilating and air conditioning (HVAC) systems, in estimating, sizing and equipment selection practices.

System Commissioning — The technologist checks all aspects of a complete HVAC system on start-up and carries out any control settings and balancing adjustments necessary to maintain correct distribution of conditioned air.

Project Coordinator — The technologist is the liaison between the engineering design team and site mechanics to ensure installation of equipment proceeds according to design requirements.

Building Management (Mechanical) — The technologist may direct other staff to ensure that all mechanical systems function in good order in a group of buildings — such as a high-rise apartment complex.

Testing and Research — The technologist is employed by organizations such as the Canadian Standards Association or the Canadian Gas Association, testing equipment, and recommending improvements, before marketing permission is given.

Automatic Controls — The technologist is a team member in a controls manufacturing company, and is responsible for design, quality control and marketing of HVAC control systems which often emphasize digital and microprocessor systems.

ADVANCED STANDING:
Students who successfully complete this program may qualify for some exemptions in engineering programs at Queen's University, Lakehead University, and the University of Western Ontario.

SEMESTER 1	16 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electrical Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics

SEMESTER 2	18 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
PHY116	Applied Physics
COMM120	College English (or COMM107A)

SEMESTER 3	16 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Control
AIR216	Computer Applications
MATH206	Mathematics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
AIR207	Refrigeration Theory
AIR208	HVAC System Design
AIR209	System Control
ARDR226	Drafting
AIR210	Laboratory Applications
AIR211	Estimating
PHY208	Applied Physics
LIBS105-140	General Education Choices

SEMESTER 5	16 WEEKS
AIR314	Refrigeration Theory & Lab
AIR301	HVAC System Design
AIR315	Energy Management
AIR306	Computer Applications
MATH301	Mathematics
ENG304A	Technological Thesis

SEMESTER 6	18 WEEKS
AIR308	HVAC System Design
AIR317	Energy Management
AIR318	HVAC Fire Protection Systems
AIR313	Computer Applications
MATH312	Mathematics
AIR316	Contract Administration

For more information, call the co-ordinator at (416) 944-4366 or Mechanical Systems Technology at (416) 944-4360.

APPLIANCE SERVICING

GBC Code AR5450
Casa Loma Campus
36 Weeks
Apply to GBC

Starting: Continuous intake, every 18 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7), and/or admission test.

ABOUT THE PROGRAM:
This program gives a thorough knowledge of the theory and practice required for the maintenance and repair of home appliances. The student should have a high mechanical aptitude. Graduates are prepared for occupations in servicing and as factory representatives, field representatives, appliance salespeople, appliance inspectors, and production supervisors. Courses in laundry equipment, refrigeration and electrical appliances are presented in blocks of six weeks.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Servicing: The graduate will diagnose service problems and repair: clothes washers, clothes dryers, dishwashers, ranges, microwave ovens, refrigerators, freezers, and window air conditioners. This may be done in the customer's home or other location.

Sales: The salesperson will market and give technical advice to potential customers in department or appliance stores.

COURSES	36 WEEKS
APL535	Electrical
MATH560	Mathematics
APL536	Conventional and Microwave Ranges
MATH561	Mathematics
APL537	Basic Refrigeration and Refrigerators
SBM534	Small Business Management
APL538	Freezers and Room Air Conditioners
SBM535	Small Business Management
APL539	Dishwashers and Clothes Dryers
SBM536	Small Business Management
APL540	Clothes Washers and Compactors
SBM537	Small Business Management
APL541	Gas Appliances

For more information, call the co-ordinator at (416) 944-4367 or Mechanical Systems Technology at (416) 944-4360.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

ARCHITECTURAL TECHNICIAN — DRAFTING

GBC Code AR1040
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). English and technical math are required.

ABOUT THE PROGRAM:
The architectural drafting technician is one of a team of technical personnel involved in the construction industry. Within the classroom environment, an office atmosphere is simulated by encouraging students to work in small groups and using actual building projects from industry as case studies. Job site visits, guest speakers, specifications, and mechanical and electrical information are arranged to give students a complete understanding of an actual commercial project.

Areas developed to give the student a broad base for a complete understanding of the building design and construction process include: architectural drafting and design, production of working drawings, estimating, surveying, electrical, mechanical and structural information. Architectural presentation includes perspective, shades and shadows, pen, ink and felt pen rendering of interiors and exteriors.

Building materials and methods provides a thorough knowledge of the correct use and applications of building materials for and within the building environment.

Computer-aided drafting (Auto CAD) is emphasized throughout as a presentation tool for work that is first prepared long hand.

Engineering — the broad base of architecture — includes a study of structural and mechanical systems within the building.

CAREER PROSPECTS:
Graduates can play a significant role as design and detail draftspersons in architectural or consulting firms. Because of the broad subject core of the program, other employment opportunities are available in: government and municipal offices as field supervisors, inspectors, sales consultants, detail draftspeople, expeditors; in fabrication firms, construction and developers' offices; and in other areas of the construction building industry.

ADVANCED STANDING:
Students who successfully complete semesters 1, 2, 3, and 4 may enter semester 5 of the Architectural Technology (AR1220) program.

SEMESTER 1	16 WEEKS
ARCH110	Materials and Methods I
ARDR167	Architectural Drafting and Design I
ARDR121	Descriptive Geometry I
MATH166	Mathematics
SURV110	Surveying
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
ARCH120	Materials and Methods II
ARDR177	Architectural Drafting & Design II
MATH176	Mathematics II
ARDR128	Architectural Rendering and Presentation I
ARDR247A	Computer-Aided Drafting
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installations Drafting I
ARDR236	Architectural Drafting and Design III
MATH262	Mathematics III
ARDR203	Architectural Rendering and Presentation II
ARDR247B	Computer-Aided Drafting
SURV102	Quantity Surveying I
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installations Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ELEC001	Language and Communications — elective
ARDR301	Computer-Aided Design I
ARDR248	Codes and Specifications
PHY100	Applied Physics
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4399 or the Architectural Engineering office at (416) 944-4400.

ARCHITECTURAL TECHNOLOGY

GBC Code AR1220
Casa Loma Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics is required. A cumulative grade point average of 2.3 and credit in all courses in semesters 1 to 4 must be achieved before entering into the 3rd year. (See page 15.)

ABOUT THE PROGRAM:

The architectural technologist takes and assumes responsibility for projects within an architectural office environment. To function in this capacity, the technologist is responsible for the activities and duties of a technician, but also cognizant of and responsible for the space requirements in design, as well as the economics of space and building science.

A thorough knowledge of specifications and specification writing, building codes, by-laws, urban planning and construction law will emphasize the legal aspect and responsibility of an architectural firm or building construction office.

Computer design and drafting will form an integral and major section of semesters 5 and 6, during which time the student will design a building project and finalize the working drawings with the aid of computers at George Brown College.

CAREER PROSPECTS:

Graduates of the three-year program, because of its wide subject base, can look towards employment in many avenues of the architectural/building construction industry.

Areas of employment possibilities: architectural and consulting engineers; building contractors and building developers; estimating and quantity take-off; building construction supervision for an architect, contractor or developer; operating and using a CADD system in the production of design and working drawings; sales and development of building products; developing technical sales literature; assisting in the writing of specifications; building inspector; and municipal and government building offices.

SEMESTER 1	16 WEEKS
ARCH110	Materials and Methods I
ARDR167	Architectural Drafting and Design I
ARDR121	Descriptive Geometry I
MATH166	Mathematics
SURV110	Surveying
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
ARCH120	Materials and Methods II
ARDR177	Architectural Drafting & Design II
MATH176	Mathematics II
ARDR128	Architectural Rendering and Presentation I
ARDR247A	Computer Aided Drafting
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installations Drafting I
ARDR236	Architectural Drafting and Design III
MATH262	Mathematics III
ELEC001	Lanuage and Communications III
ARDR203	Architectural Rendering and Presentation II
ARDR247 B	Computer Aided Drafting
SURV102A	Quantity Surveying I
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installations Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ARDR301	Computer Aided Design I
ARDR248	Codes and Specifications
PHY100A	Applied Physics
LIBS105-130	General Education Choices

SEMESTER 5	16 WEEKS
ARCH300 A	Building Science
MECH332	Theory of Structures
URB300	Urban Planning
SPEC300	Specifications I
CO309	Canstruction Law I
EL369	Electrical Installations
ARDR311	Computer Aided Design II
ARCH301	Architectural Design I

SEMESTER 6	18 WEEKS
ARCH302 A	History of Building
EC300 A	Building Economics
ARCH303 A	Community Planning
SPEC301	Specifications II
CO319	Canstruction Law II
MECH331A	Building Engineering
ARDR312	Computer Aided Design III
ARCH311	Architectural Design II

For more information, call the co-ordinator at (416) 944-4399 or the Architectural Engineering office at (416) 944-4400.

BUILDING RENOVATIONS

GBC Code
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September, January, pending Ministry approval
Certification: Diploma
Summer classes with January intake

PREREQUISITES:

Ontario Secondary School credits (at or above general level) in Grade 12 mathematics and English, or equivalent, or mature student status (see page 7), and/or an admissions test. Grade 12 technical mathematics is recommended but not essential.

ABOUT THE PROGRAM:

The new program is aimed at meeting the growing demand for renovations in the building industry. An estimated 70 per cent of residential construction will include renovations and redevelopment by the year 2000, if the current trends continue. Home renovations play a critical role in the construction industry and in the ongoing maintenance and improvement of the housing of Canadians. In a slow economy when people are reluctant to buy or build new homes, renovations are often an attractive option. More than half of every dollar spent in the housing industry is spent on renovations. The Building Renovations program addresses this growth and the need for trained people. Students learn carpentry renovation skills in two large, fully-equipped shops. Through practical and theoretical experience, they gain insight into the sub-trades; become familiar with the Ontario Building Code; obtain a thorough knowledge of building science; learn the fundamentals of renovation estimating and cost accounting; get exposure to computer applications; and develop techniques to effectively plan and market a small business.

This program is unique in Metro Toronto.

CAREER PROSPECTS:

Graduates develop the skills and confidence necessary to enter the renovation field, which is always in need of skilled workers, even in tight economic times. Opportunities exist as project managers and site supervisors, and can eventually lead students to set up and operate their own renovation contracting business. Students may also choose to apply their credits towards their general carpenter apprenticeship, upon approval of the Ministry of Education and Training.

SEMESTER 1	16 WEEKS
	Tools and Equipment Methods
	Materials and Applications
	Canstruction Safety
	Introductory Drafting
	Calculations
	Descriptive Trade Geometry
	Business Literacy and Applications

SEMESTER 2	18 WEEKS
	Residential Canstruction Principles
	Renavation Methods and Materials I
	Architectural Plan Interpretation I
	Introductory Estimating
	Business Communications

SEMESTER 3	16 WEEKS
	Commercial Canstruction Principles
	Renavation Methods and Materials II
	Architectural Plan Interpretation II
	Renavation Project Estimating
	Renavation Business Management

SEMESTER 4	18 WEEKS
	Associated Trades
	Renavation Methods and Materials III
	Environmental Impact for Renavators
	Renavation Project Management
	Renavation Business Marketing

For more information, call Chris Wengle at (416) 944-4391 or the Construction Trades Office at (416) 944-4388.

CARPENTER — GENERAL

GBC Code AR5510
Casa Loma Campus
38 Weeks
Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes with January intake

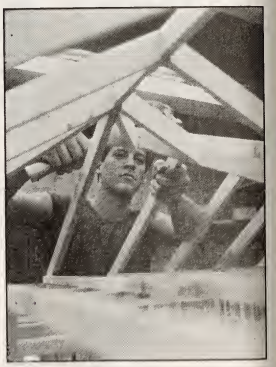
PREREQUISITES:
Ontario Secondary School credits in mathematics and English in Grades 9 and 10 at or above the general level, or equivalent, or mature student status (see page 7), and/or an admission test. Technical math at the Grade 10 level is recommended.

ABOUT THE PROGRAM:
George Brown has one of the most well-established carpentry apprenticeship training programs in the province. Students learn carpentry skills in two large, fully-equipped modern shops. The program covers hand and power tools, general woodworking, acoustics, and welding. Students may go to work in carpentry or a related woodworking industry after graduation, or they may choose to apply their credits towards their general carpenter's apprenticeship, granted by the Ministry of Education and Training. If the student wishes to continue into the apprenticeship program, credits within the apprenticeship regulations are given for the in-college training. To complete their apprenticeship, graduates must do the minimum number of hours required by the Ontario Department of Skills Development.

CAREER PROSPECTS:
The construction industry will continue to require tradespeople for on-site construction and shop fabrication. Graduates may be employed in residential construction, general contracting, renovations, and the rehabilitation of existing buildings. Opportunities also exist in many other related woodworking areas.

COURSES	38 WEEKS
CAR500	History, Regulations, Health & Safety
CAR501	Materials & Supplies
CAR502	Plans, Specifications & Codes I
CAR503	Estimating Calculation & Layout I
CAR504	Tools & Equipment
CAR520	Residential Construction
WELD522	Metal Cutting & Welding
CAR535	Commercial Construction
WELD536	Metal Cutting & Welding-Arc
CAR519	Estimating Calculation & Layout II
CAR534	Estimating Calculation & Layout III
CAR518	Plans, Specifications & Codes II
CAR533	Plans, Specification & Codes III

For more information, call Chris Wengle at (416) 944-4391 between 8 a.m. and 4 p.m.



CIVIL ENGINEERING TECHNICIAN

GBC Code AR1100
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics and English credits are required.

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
The Civil Engineering program prepares students for a career in the design, planning or construction of civil engineering projects.

Instructors use the project approach, particularly with technical subjects, to reinforce theoretical and practical aspects of engineering. This method emphasizes the understanding of the interaction between the major components of a structure. The in-depth review of construction materials fosters a better understanding of the building as an entity.

Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

CAREER PROSPECTS:
Graduates may find employment in: structural engineering; municipal, government and contracting offices, as a member of the engineering team covering design; site engineering, site surveying and supervision, quality control and estimating; or as a laboratory technician.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 of this program may enter semester 3 of: Civil Engineering Technology, Construction Engineering Technician or Technology, or Residential Construction Technician.

SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structural Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CIV230	Reinforced Concrete Design II
CIV231	Municipal Services I
CIV232	Highway Technology I
CIV233	Plane Surveying I
CAD231	Computer Aided Drafting
PHY234	Applied Physics
MATH236	Mathematics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CIV241	Structural Steel Design II
CIV222	Highway Technology I
CIV243	Plane Surveying II
CAD221	Municipal Services II
CIV245	Quantity Surveying and Estimating
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4397 or Architectural Engineering at (416) 944-4400.

CIVIL ENGINEERING TECHNOLOGY

GBC Code AR1160
Casa Loma Campus
3 Years (6 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics and English credits are required.

A cumulative grade point average of 2.3 and credit in all courses from semester 1 to 4 must be achieved before entering semester 5. (See page 15.)

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
This program prepares students for a career in the design, planning and construction of civil engineering projects, as contributing members of the design team.

The curriculum is based upon a core of applied science and mathematics as well as engineering applicable to civil technology.

The broad base in civil engineering subjects is required to give students maximum opportunity for employment in a changing market and to encourage a more mature judgment in their work as engineering technologists.

The introduction of computers as a tool for designing is emphasized in semesters 5 and 6.

CAREER PROSPECTS:
The graduate civil engineering technologist may find employment in municipal engineering, transportation engineering, structural engineering, or construction management working either in the field or in the office as designer, site supervisor, site surveyor, quality control inspector, lab technician, or estimator.

SEMESTER 1	16 WEEKS
BT118	Construction Moteriols I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structural Steel I
MATH166	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
BT120	Construction Moteriols II
BT128	Site Surveying I
BT126	Introduction to Computers
BT123	Introduction to Residential Canstruction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CIV230	Reinforced Concrete Design II
CIV231	Municipal Services I
CIV232	Highway Technology I
CIV233	Plane Surveying I
CAD231	Computer Aided Drafting
PHY234	Applied Physics
MATH236	Mathematics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CIV241	Structural Steel Design II
CIV222	Highway Technology II
CIV243	Plane Surveying I
CIV221	Municipal Services II
CIV245	Quantity Surveying and Estimating
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

SEMESTER 5	16 WEEKS
CIV310	Reinforced Concrete Design III
CIV303A	Highway Technology III (GIS)
CIV314	Soil Mechanics and Foundations I
CIV312	Municipal Engineering Planning
CO315	Construction Management I
MECH310	Mechanics of Fluids
ENG304A	Technological Thesis
CAD202A	Computer-Aided Construction Practice I

SEMESTER 6	18 WEEKS
CIV321	Structural Steel Design III
CIV324	Soil Mechanics and Foundations II
CIV323	Transportation Planning (GIS)
CIV 325	Construction Management II
MECH320	Theory of Structures
PRGM320	Digital Computations
CIV322	Sanitary Technology
ENG304A	Technological Thesis

For more information, call the co-ordinator at (416) 944-4397 or Architectural Engineering at (416) 944-4400.

COMPUTER NUMERICAL CONTROL PART PROGRAMMER

GBC Code EN559
Casa Loma Campus
32 weeks (1 semester)
OCAS Apply to OCAS

Starting: September 1993
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School credits in mathematics and English in Grades 10 and 11 at or above the general level, or mature student status (see page 7). Candidates should also have a minimum of two years of machine shop experience as a machinist or equivalent.

ABOUT THE PROGRAM:
As more and more companies move towards computerized manufacturing and production, they need people with skills suited to these new methods of operation. This high-tech program was developed in response to industry need for employees with the skills and knowledge required in a computer-oriented workplace. Students learn about many aspects of computers and their function in manufacturing. Classes are centered around a well-equipped computer-aided manufacturing (CAM) centre. Students will learn the skills necessary to work in the field of computer numerical control (CNC) and computer assisted part programming. This program is aimed at meeting the industry's need for people skilled in these areas. The Computer Numerical Control Part Programmer is an exciting new occupational field that is expected to grow as the role of technology in manufacturing expands.

CAREER PROSPECTS:
Graduates of this program can look forward to careers in computer numerical control programming and machine tool operation. They receive training in an expanding hi-tech area of the economy.

COURSES	32 WEEKS
NC515	Computer Assisted Manufacturing
NC516	Tool/Fixture Design
NC517	Machine Parts Process Planning/ Quality Assurance
MATH548	Mathematics
COMM522	Technical English/Communication

For further information, call the co-ordinator at (416) 944-4383, or the Computer Science and Engineering Office at (416) 944-4376.

NEED SOME CAREER ADVICE
see page 3

CONSTRUCTION ENGINEERING TECHNICIAN

GBC Code AR1030
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics and English credits are required.

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
The Construction Technician program prepares students to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management such as quantity surveying, or in sales, as related to the building industry.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 may enter semester 3 of: the Construction Engineering Technology program, the Civil Engineering Technician or Technology program, or the Residential Construction Technician program.

SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying II
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industriol Construction
BT127	Structurol Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CO234	Quantity Surveying I
CO233	Building Construction I
CO235	Mechanical Installations
CAD231	Computer Aided Drafting
MATH236	Mathematics
PHY234	Physics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CO240	Quantity Surveying II
CO231	Building Construction II
CO242	Ontario Building Code, Part 9
CO243	Electrical Installations
CO232	Contracts and Specifications
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4397 or the Architectural Engineering office at (416) 944-4400.

CONSTRUCTION ENGINEERING TECHNOLOGY

GBC Code AR1170
Casa Loma Campus
3 Years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics and English credits are required.

A cumulative grade point average of 2.3 and credits in all courses from semester 1 to 4 must be achieved before entering semester 5. (See page 15).

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

The concentration of quality surveying courses plus the inclusion of technical and related courses will provide a base for successful career advancement.

The use of a spreadsheet and of a commercial estimating software package is emphasized in Quantity Surveying and Estimating in semesters 5 and 6.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technologist. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management (such as quantity surveying) or in sales of construction related materials. Several graduates of the program have become site superintendents and project managers.

SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structurol Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CO234	Quantity Surveying I
CO233	Building Construction I
CO235	Mechanical Installations
CAD231	Computer-Aided Drafting
MATH236	Mathematics
PHY234	Physics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CO240	Quantity Surveying II
CO231	Building Construction II
CO242	Ontario Building Code, Part 9
CO243	Electrical Installations
CO232	Contracts and Specifications
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

SEMESTER 5	16 WEEKS
CO311	Quantity Surveying and Estimating I
CO310	Construction Methods I
CO312	Construction Management I
CO309	Construction Law I
CO357	Ontario Building Code, Part 9
SBM101	Small Business Management
MATH307	Applied Statistics
ENG304A	Technological Thesis

SEMESTER 6	18 WEEKS
CO321	Quantity Surveying and Estimating II
CO320	Construction Methods and Equipment
CO322	Construction Management II
CO319	Construction Law II
CO367	Ontario Building Code, Part 3
CO306	Building Economics
CAD315	Computer-Aided Construction Practice
ENV360	Environmental Sciences
ENG304A	Technological Thesis

For more information, call the co-ordinator at (416) 944-4394 or Architectural Engineering Technology at (416) 944-4400.

ELECTRICAL ENGINEERING TECHNICIAN —
POWER & INDUSTRIAL ELECTRONIC CONTROL

GBC Code EL1020
Casa Loma Campus
2 Years (4 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics.

BACKGROUND:
Credits in physics, electricity, and an electrical background are helpful but not essential.

ABOUT THE PROGRAM:
This program is highly respected in industry. Subjects covered include electrical fundamentals, D.C. and A.C. machines, industrial electronic controls, electrical drafting and related academic subjects. The student is trained in modern laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors and programmable controllers and computer-aided drafting equipment. The lectures, laboratory and computer work are aimed at enabling students to work on their own with the guidance of instructors.

Upon completion of the program, graduates should be able to effectively and independently function as technicians in the area of specialty required of them by the employer.

CAREER PROSPECTS:
Graduates find employment as: electrical maintenance technicians in industries using machinery controlled by complex electronic equipment; test technicians in manufacturing plants; service technicians for electrical manufacturers; sales representatives; and design technicians for manufacturers.

ADVANCED STANDING:
Students who complete this program are eligible to continue for a third year in the Electrical Engineering Technology — Power and Industrial Electronic Control (EL1070) program.

SEMESTER 1	16 WEEKS
EL111	Electrical Fundamentals
EL251	Computer Programming
EL116	Electrical Laboratory — DC Circuits
ELDR112	Electrical Drafting I
MATH117	Mathematics
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
EL121	Direct Current Machines (Theory)
EL122	Electrical Circuits — AC
EL156	Electrical Laboratory — AC Circuits
EL157	Electrical Laboratory — DC Machines
EL145	Industrial Electranic II (Theory and Lab)
ELDR128	Electrical Drafting II & B.P. Reading
MATH127	Mathematics
COMM122-130	Communicatians Chaices

SEMESTER 3	16 WEEKS
EL232	Alternating Current Machines
EL236	Industrial Electranic III
EL252	Electrical Lab AC Machines
EL239	Industrial Electranic Lab III
EL256	Computer Operating Systems
EL250	Electrical Environmental Systems
MATH227	Mathematics
COMM131-140	Communicatians Chaices

SEMESTER 4	18 WEEKS
EL234	Electrical Distribution Systems
EL237	Electrical Lab Distribution
EL224	Electric Machines Control
EL254	Industrial Electranics IV
EL255	Industrial Electranic Lab IV
EL245	Wiring Methods and Electrical Code
ELDR231	Electrical Drafting III
MATH237	Mathematics
EL258	Technical Report
LIBS105-140	General Educatian Chaices

For more information, call Gerd Strzelbo at (416) 944-4373 or (416) 944-4370 between 8 a.m. and 4 p.m.

ELECTRICAL ENGINEERING TECHNOLOGY —
POWER & INDUSTRIAL ELECTRONIC CONTROL

GBC Code EL1070
Casa Loma Campus
3 Years (6 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics.

BACKGROUND:
An electrical background is helpful but not essential.

ABOUT THE PROGRAM:
The Electrical Technology program consists of a variety of subjects leading towards the independent design of equipment and systems. The student is trained in modern laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors and programmable logic controllers and computer-aided drafting equipment.

The lectures, labs, and design projects are aimed at enabling students to work on their own with the guidance of instructors.

Upon completion of the program, graduates should be competent to perform their duties as electrical technologists and be aware of the changing nature of business, industry, science, technology, society and education. Graduates will recognize the need to continually update and upgrade their technical skills and knowledge for a positive contribution to Canadian industry.

CAREER PROSPECTS:
Graduates find employment in: processing industries as designers or draftspersons; maintenance positions to keep production within acceptable limits; consulting engineering firms as electrical system designers; electrical contractors as estimators or in supervisory positions; manufacturing as quality control inspectors; marketing, designing and servicing equipment or products in electrical utilities; designers and/or supervisors of substations, electrical networks or transmission lines; inspectors in government departments; and as educators.

SEMESTER 1	16 WEEKS
EL111	Electrical Fundamentals
EL251	Computer Programming
EL116	Electrical Laboratory — DC Circuits
ELDR112	Electrical Drafting I
MATH117	Mathematics
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
EL121	Direct Current Machines (Theory)
EL122	Electrical Circuits — AC
EL156	Electrical Laboratory — AC Circuits
EL157	Electrical Laboratory — DC Machines
EL145	Industrial Electranic II (Theory and Lab)
ELDR128	Electrical Drafting II & B.P. Reading
MATH127	Mathematics
COMM121-130	Communicatians Chaices

SEMESTER 3	16 WEEKS
EL232	Alternating Current Machines
EL236	Industrial Electranic III
EL252	Electrical Lab AC Machines
EL239	Industrial Electranic Lab III
EL256	Computer Operating Systems
EL250	Electrical Environmental Systems
MATH227	Mathematics
COMM131-140	Communicatians Chaices

SEMESTER 4	18 WEEKS
EL234	Electrical Distribution Systems
EL237	Electrical Lab Distribution
EL224	Electric Machines Control
EL254	Industrial Electranics IV
EL255	Industrial Electranic Lab IV
EL245	Wiring Methods and Electrical Code
ELDR231	Electrical Drafting III
MATH237	Mathematics
EL258	Technical Report
LIBS105-130	General Educatian Chaices

SEMESTER 5	16 WEEKS
EL343	Protection of Electrical Equipment
EL353	Electrical Lab Systems
EL344	Industrial Electranic V
EL345	Industrial Electranic Lab V
EL365	Electrical Estimating
ELDR235	Electrical Drafting V
MATH321	Mathematics

SEMESTER 6	18 WEEKS
EL364	Electrical Machine Design
EL370	Programmable Logic Controllers (Theory & Lab)
EL366	Research Assignment
EL367	Industrial Electranic VI
EL368	Industrial Electranic Lab VI
ELDR355	Electrical Drafting VI
MATH321	Mathematics
MECH203	Mechanisms
PHY200	Modern Physics

For more information, call Gerd Strzelbo at (416) 944-4373 or (416) 944-4370 between 8 a.m. and 4 p.m.

ELECTRONICS ENGINEERING TECHNICIAN

GBC Code EL1030
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September, October, February
Certification: Diploma
Summer classes with February intake

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical or advanced math plus one senior science credit.

BACKGROUND:
Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming are useful. The technician usually works with a customer; therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM:
This program gives students the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. Students participate in hands-on labs and take subjects in five-week blocks. In order to better qualify the graduate to be immediately productive in industry, the program is designed so that second-year students specialize in either communications or computers.

CAREER PROSPECTS:
Graduates of this program are employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed-circuit television studios, in the oil industry, and in the installation of computer and communication systems.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the Electronics Engineering Technology (EL1050) program.

SEMESTER 1	15 WEEKS
ELTC160	Introduction to Electronics
ELTC164	Impedance, Resonance and Filters
ELTC162	Electricol Fundomentals — Advanced
ELTC163	Electronic Laboratory
MATH141	Mathematics
ELTC203A	Computer Aided Design
COMM120	College English (or COMM107A)

SEMESTER 2	15 WEEKS
ELTC165	Introduction to Amplifier Systems
ELTC166	Applied Amplifier Systems
ELTC161	Logic Circuits
ELTC170	Electronic Laboratory
MATH142	Mathematics
ELTC203B	Computer Aided Design
COMM122-130	Communications Choices

SEMESTER 3	15 WEEKS
ELTC242	Microprocessors and Systems Applicotions
ELTC144	AM/FM Modulation Principles and Receivers
ELTC208	Woveshoping Circuits
ELTC244	Electronic Laboratory
MATH241	Mathematics
ELTC203C	Computer Aided Design
COMM131-140	Communicotions Choices

SEMESTER 4	22 WEEKS
ELTC213	Communication Principles
ELTC105	TV Principles and Circuits
ELTC243	Anolog/Digitol Interfocing
ELTC245	Electronic Laboratory
ELTC299	Technical Report
ELTC203D	Computer Aided Design

Choose 1 of the following 2 electives:

ELTC214	Communicotion Systems
ELTC216	Computer Systems

For more inforamotion, coll (416) 944-4755 between 8 o.m. ond 4 p.m.

ELECTRONICS ENGINEERING TECHNOLOGY

GBC Code EL1050
Casa Loma Campus
2 Years (continuous for 90 weeks)
Apply to OCAS

Starting: September
Certification: Diploma
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical or advanced math plus one senior science credit.

BACKGROUND:
Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming are useful.

ABOUT THE PROGRAM:
This program is compressed into two calendar years and runs continuous for 90 weeks. This program was developed to meet the industry need for engineering technologists with a practical and theoretical knowledge who can work effectively in the many areas of electronics. A practical thesis design project must be completed. Electronics subjects are offered in five-week blocks. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides students with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Because of the depth of knowledge required by technologists, the college will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying may transfer to the Electronics Technician program.

CAREER PROSPECTS:
Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems computers and communication systems; quality control management; marketing and research.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the engineering program at Lakehead University.

SEMESTER 1	15 WEEKS
ELTC160T	Introduction to Electronics
ELTC162T	Electrical Fundamentals Advanced
ELTC164T	Impedance, Resonance and Filters
MATH151	Mathematics
ELCT163T	Electronic Laboratory
ELTC203A	Computer-Aided Design
COMM120	College English (or COMM107A)

SEMESTER 2	15 WEEKS
ELTC150	Logic Systems
ELTC231	Semiconductor Devices
ELTC148	Semiconductor Principles and Circuits
ELTC151	Electronic Laboratory
MATH152	Mathematics
ELTC203B	Computer-Aided Design
COMM122-130	Communications Choices

SEMESTER 3	(SUMMMER) 15 WEEKS
ELTC149	Advanced Transistors
ELTC230	Woveshoping and Control Devices
ELTC241	Computer Technology I
ELTC233	Electronic Laboratory
MATH251	Mathematics
COMM131-140	Communicotians Choices

SEMESTER 4	15 WEEKS
ELTC237	Operationol Amplifier Design
ELTC236	Communications Technology Port I
ELTC232	AM/FM Technology
ELTC239	Electronic Laboratory
ELTC203E	Computer-Aided Design
PHY201T	Physics
ENG304A	Technologicol Thesis

SEMESTER 5	15 WEEKS
ELTC301	Communicotions Technology Port II
ELTC322	Computer Technology II
ELTC320	System Design I
ELTC312	Electronic Laboratory
MATH351	Mathematics
ELTC203F	Computer-Aided Design
ENG304	Technologicol Thesis

SEMESTER 6	(SUMMER) 15 WEEKS
ELTC321	System Design II
ELTC303	Automatic Controls Systems
ELTC399	Electronic Technology Report
ELTC316	Laboratory
PHY202T	Modern Physics

For more information, coll (416) 944-4755 between 8 o.m. ond 4 p.m.

GAS FITTER

GBC Code AR5430
Casa Loma Campus
26 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITE:
Admissions test.

ABOUT THE PROGRAM:
This program is offered in a large, fully equipped shop that allows students plenty of hands-on practice. The complexity and variety of natural gas equipment in operation today has created a need for well-trained gas burner servicers who are knowledgeable in domestic gas ranges, dryers, and the large commercial package gas-fired boilers.

The gas burner servicing program has been developed by the college in response to a need in the gas industry. The program gives instruction in the installation and servicing of domestic gas burners, gas appliances, and commercial and industrial gas burners. The program has been designed to create a blend between theory and practice by giving equal weight to classroom instruction and practice in the gas shop.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
In order to work in this field, students must successfully complete a provincial exam of the Fuels Safety Branch of the Ontario Department of Skills Development. Graduates of the gas fitter program will find wide and diverse employment opportunities in the gas servicing industry. Many are employed by gas companies and their prime contractors, as well as independent heating companies.

Graduates who seek self-employment may elect to open their own businesses. Many graduates from the gas fitter program are working today as sub-contractors offering their services to major heating companies in the industry.

COURSES	26 WEEKS
HT569	Electricity
HT570	Residential Gas Burners
MATH533	Mathematics
HT571	Residential Heating Equipment
HT514	Commercial and Industrial Gas Burners
ENG542	Industrial Communications

For more information, call the co-ordinator at (416) 944-4368 or Mechanical Systems Technology at (416) 944-4360.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

HEATING TECHNICIAN

GBC Code AR542
Casa Loma Campus
52 Weeks (continuous)
Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes

PREREQUISITE:
Admissions test.

ABOUT THE PROGRAM:
This program offers hands-on training in a very well-equipped shop. In the heating field, there is a considerable demand for technical personnel who are knowledgeable in oil, gas and electric heating and cooling systems.

Rising fuel prices and the need to conserve energy have created a growing concern in the consuming public as to the efficient operation of their heating systems. This concern has created a demand for skilled technicians knowledgeable in the servicing, installation, and design of the various types of residential and commercial heating and cooling systems.

The Heating Technician program covers the application of all of the basic fuels (i.e. oil, gas, and propane) as well as electric heating and cooling systems. Heating system layout and design are covered in such areas as load calculations, system design and system balancing. New advances in residential and commercial heating technology such as heat pumps, high efficiency furnaces, and programmable environmental control have also been integrated into the program.

Both the theory and practice of the above have equal weight, giving the student a well-rounded knowledge in the design, servicing, and installation of heating systems.

CAREER PROSPECTS:
Since the heating technician program covers many facets of heating and heating systems, graduates will find diverse employment opportunities. Many are employed by gas companies, oil companies, and their prime contractors and dealers in sales, servicing and installation of heating systems. A large number of graduates find employment with independent heating and cooling companies in design and layout, as well as servicing and installation of heating and cooling systems. Large private and public corporations such as municipalities, school boards and property management companies also employ graduates in the maintenance of their heating systems. Graduates must write a provincial exam.

COURSES	52 WEEKS
HT502	Basic Electricity
HT501	Oil Burners
HT510	Heating (Residential Heat Load)
MATH538	Mathematics
HT573	Heating (Commercial Oil and Gas)
HT574	Heating (Commercial Systems)
MATH539	Mathematics
HT521	Central Air Conditioning and Heat Pumps
HT534	Propane
HT572	Residential HVAC System Design
HT540	Gas Burners (Fitter II)
PHY531	Physics
ENG587	Language and Communication
ENG588	Language and Communication

For more information, call the co-ordinator at (416) 944-4368 or Mechanical Systems Technology at (416) 944-4360.

NEED SOME CAREER ADVICE?
see page 3

INSTRUMENTATION ENGINEERING TECHNICIAN — INDUSTRIAL

GBC Code EN1010
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September, October, February
Certification: Diploma
Summer classes with February intake

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical or advanced math plus one senior science credit.

BACKGROUND:
A technician usually works with a customer; therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM:
Students get hands-on practical experience as well as theory. The instrumentation technician works in all phases of industry using automatic controls. Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in everything from research and development to sales and service for instrument manufacturers. Subjects are taken in five-week blocks. The first year is common to the Electronics Engineering Technician program (ELI030) so students can easily transfer during the first year.

CAREER PROSPECTS:
Job opportunities range from positions in research and development to sales and service for instrument manufacturers and distributors.

ADVANCED STANDING:
Credits earned in this program may qualify students for exemptions in the Instrumentation Engineering Technology — Industrial (EN1140) program.

SEMESTER 1	15 WEEKS
ELTC160	Introduction to Electronics
ELTC162	Electricol Fundomentols Advonced
ELTC164	Impedonce, Resononce ond Filters
ELTC163	Electronic Laborotory
MATH141	Mothemotics
ELTC203A	Computer-Aided Design
COMM120	College English (or COMM107A)

SEMESTER 2	15 WEEKS
ELTC165	Introduction to Amplifier Systems
ELTC166	Applied Amplifier Systems
ELTC161	Logic Circuits
ELTC167	Electronic Laborotory
MATH142	Mothemotics
ELTC203B	Computer-Aided Design
COMM122-130	Communicotions Choices

SEMESTER 3	15 WEEKS
ELTC209A	Laborotory — Electronics
ELTC242	Microprocessors and Systems Applicotions
INST104	Measuring Principles I
INST105	Measuring Principles II
INST209A	Laboratory — Instrumentotion
MATH241	Mothemotics
CHEM100	Applied Chemistry
ELTC203C	Computer-Aided Design
COMM 131	Report Writing

SEMESTER 4	22 WEEKS
INST201	Final Control Elements
INST202	Analytical and Environmental Instrumentation
INST210	Automatic Control Principles I
INST310	Automatic Control Principles II
INST209B	Laboratory — Instrumentation
CHEM200	Industriol Chemistry and Equipment
INST299	Technical Report
ELTC203D	Computer-Aided Design

For more information, call (416) 944-4755 between 8 a.m. and 4 p.m.

INSTRUMENTATION ENGINEERING TECHNOLOGY — INDUSTRIAL

GBC Code EN1140
Casa Loma Campus
Continuous for 90 weeks
Apply to OCAS

Starting: September
Certification: Diploma
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical or advanced math plus one senior science credit.

BACKGROUND:
Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programing are useful. Grade 12 chemistry is highly recommended.

ABOUT THE PROGRAM:
This program is compressed from three years into two calendar years and includes two summer semesters. The instrumentation technologist primarily designs or modifies systems. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

The student is given a firm grounding in electronic instrumentation, pneumatic instruction, computer technology and related academic subjects. Each instruction period is followed by one or more laboratory periods to reinforce theory. Subjects are taken in five-week blocks.

CAREER PROSPECTS:
The technologist's role in industry is primarily to design and modify systems. The technologist may specialize in one aspect of instrumentation engineering, such as computer control, analysis instrumentation or electronic instrumentation.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the engineering program at Lakehead University.

SEMESTER 1	15 WEEKS
ELTC160	Introduction to Electronics
ELTC162	Electricol Fundamentols Advanced
ELTC163	Electronic Laboratory
MATH151	Mothemotics
ELTC164	Impedonce, Resonance and Filters
ELTC203A	Computer-Aided Design
COMM120	College English (or COMM107A)

SEMESTER 2	15 WEEKS
ELTC150	Logic Systems
ELTC231	Semiconductor Devices
ELTC148	Semiconductor Principles and Circuits
ELTC151	Electronic Laboratory
MATH152	Mothemotics
ELTC203B	Computer-Aided Design
COMM122-130	Communicotions Choices

SEMESTER 3	(SUMMER) 15 WEEKS
ELTC149	Advanced Transistors
ELTC233	Electronic Laboratory
ELTC230	Waveshaping and Control Devices
ELTC241	Computer Technology I
MATH251	Mothematics
COMM131-140	Communicotions Choices

SEMESTER 4	15 WEEKS
ELTC237	Operational Amplifier Design
INST104	Measuring Principles I
INST105	Measuring Principles II
INST221	Laboratory — Instrumentation
PHY201	Physics
CHEM100	Applied Chemistry
INST210	Automatic Control Principles I
ELTC203E	Computer-Aided Design
ENG304	Technological Thesis

SEMESTER 5	15 WEEKS
INST310	Automatic Control Principles II
INST201	Final Control Elements
INST309A	Laboratory — Instrumentation
MATH351	Mothemotics
CHEM200	Industriol Chemistry and Equipment
ELTC241	Computer Technology I
ELTC221B	Laboratory — Electronics
ENG304	Technological Thesis

SEMESTER 6	(SUMMER) 15 WEEKS
INST202	Analytical and Environmental Instrumentation
INST302	Systems Design and Construction
ELTC303	Automatic Controls Systems
INST309B	Laboratory — Instrumentation
ELTC309B	Laboratory — Electronics
PHY202	Modern Physics
INST399	Technology Report

For more information, call (416) 944-4755 between 8 a.m. and 4 p.m.

MACHINE SHOP

GBC Code EN5440
Casa Loma Campus
36 Weeks
OCAS Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 (with credits at or above basic level) or equivalent, or mature student status (see page 7), or admissions test.

BACKGROUND:
Students entering this program should have mechanical reasoning ability.

ABOUT THE PROGRAM:
This program is designed to prepare students for entry into industry as machinists, apprentices, or machine operators. George Brown offers good shop facilities and a well-established program. The category in which a student finds employment may depend on age, previous experience, and levels of skill and knowledge acquired. Students find it advantageous to have completed Grade 12 machine shop but, with suitable aptitudes and a willingness to work hard, those who have completed Grade 10 may prove successful in the program and later become good machinists. Instruction is particularly concerned with measurement and machining to close tolerances, combined with production speeds and efficiencies of manufacture, sharpening cutting tools, and setting up machines.

CAREER PROSPECTS:
Graduates can look forward to careers as machinists, fitters, industrial mechanics, tool and die makers, mouldmakers, numerical control operators and industrial salespeople. Students who successfully complete this program may wish to pursue an apprenticeship.

ADVANCED STANDING:
Students who successfully complete this program may be eligible to enter the second year of any of the offered Mechancial Engineering Technician programs (e.g., Tool & Die Maker, CAD/CAM, Mechatronics and Quality Assurance).

SEMESTER 1 **18 WEEKS**
- Machine Shop Practice I
- Machine Shop Theory/Processes I
- Blueprint Reading
- Numerical Control Operation
- Trade Mathematics I
- English/Cammunication

SEMESTER 2 **18 WEEKS**
- Machine Shop Practice II
- Machine Shop Theory/Processes I
- Engineering Drawing
- Numerical Control Programming
- Trade Mathematics II
- English/Cammunication

For mare information, call the co-ordinator at (416) 944-4385 or the Computer Science and Engineering Office at 944-4376 between 8 a.m. and 4 p.m.

NOT SURE YOU QUALIFY?

see page 6

MECHANICAL ENGINEERING

Mechanical Engineering Technician/Technology offers six career options for students:
- Mechanical Engineering Technician — Tool & Die Maker (2 years)
- Mechanical Engineering Technician — Design (2 years)
- Mechanical Engineering Technician — Drafting Design (CAD/CAM) (64 weeks)
- Mechanical Engineering Technologist — Design (for third-year students)
- Mechanical Engineering Technician — Quality Assurance* (2 years)
- Mechanical Engineering Technician — Mechatronics (2 years)

After a common first year, students choose one of three options in second year. **(These options are offered subject to sufficient enrollment.)** Then, students can either graduate as a technician or go on to third year. The following pages provide details on each of the options. Students who successfully complete any of these programs may also wish to pursue an apprenticeship.

**Subject to approval by the Ministry of Education and Training.*

FIRST YEAR
Common first year provides foundation for all Mechanical Engineering Technician/Technology options.

SECOND YEAR
Mechanical Engineering Technician
Choose one of the following options:
- Drafting Design (CAD/CAM)
- Tool & Die Maker
- Design
- Quality Assurance*
- Mechatronics

THIRD YEAR
Mechanical Engineering Technologist
- Design

MECHANICAL ENGINEERING TECHNOLOGIST — DESIGN

GBC Code EN120
Casa Loma Campus
36 Weeks (2 semesters)
To apply, see below

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Graduation from a recognized Mechanical Engineering Technician program or its equivalent. If you're applying after you have completed another Mechanical Engineering program at George Brown, apply directly to George Brown. If you are applying from outside, apply to OCAS. (See page 8).

ABOUT THE PROGRAM:
This program's emphasis on automated design will enable the student to further develop the new skills he or she has obtained in a mechanical engineering technician program. To survive in a computer-oriented product design environment, employees need a solid grounding in this hi-tech field. George Brown's program allows students to hone these skills and provides industry with a knowledgeable and skilled employment pool. Centered around a well-equipped Computer-Aided Engineering Centre, the program exposes students to all aspects of computers as production and design tools in manufacturing. Graduates may expect to be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the field of computer-aided engineering. Graduates of the program can look forward to a career in the leading edge of engineering design, entering such areas as product design, consulting engineering design offices, part programming departments and industrial engineering offices.

SEMESTERS 1, 2, 3 AND 4
Courses in these semesters must be taken thraugh ane of the fallawing five programs:
- Mechanical Engineering Technician — Design (EN117)
- Mechanical Engineering Technician — Tool and Die Maker (EN1040)
- Mechanical Engineering Technician — Drafting Design (CAD/CAM) (EN2010)
- Mechanical Engineering Technician — Mechatranics (EN122)
- Mechanical Engineering Technician — Quality Assurance

DESIGN

SEMESTER 5 **16 WEEKS**

ENDR347	Theary of Machines I
MATH360	Mathematics V
SC311	Engineering Science IV
MECH III	Mechanics of Fluids
ENDR356	Computer Aided Design III
ENDR341	Machine Design I

SEMESTER 6 **18 WEEKS**

ENDR357	Theory of Machines II
MATH369	Mathematics VI
SC323	Engineering Science V
PHY301	Thermodynamics
ENDR363	Computer Aided Design IV
ENDR351	Machine Design II

For mare information, call Paul Stevens at (416) 944-4376 ar Lorella Lee at (416) 944-4525 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN — DESIGN

GBC Code EN117
Casa Loma Campus
2 Years (4 semesters)
OCAS Apply to OCAS

Starting: September, January
Certification: Diploma
Summer classes with January intake

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in mathematics and English.

BACKGROUND:
A good background in science is recommended. Drafting and machine shop courses are strongly recommended.

ABOUT THE PROGRAM:
Good shop facilities and a well-established program give students an opportunity to develop skills in this hi-tech area. Modernization and the streamlining of design, drafting and production methods have led to increased demand for people with up-to-date skills. New skills are required at all levels in order for employees to keep pace with change in a computer-oriented design/drafting environment.

This program emphasizes computer aided tool design and drafting and is designed to provide industry with skilled tool design personnel. Centered around a well-equipped computer-aided engineering area, the program exposes students to all aspects of tool design in engineering. Graduates of this program may be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the fields of computer-aided design and drafting. Graduates can look forward to a career in the leading edge of engineering design, entering such areas as tool design, product design, machine design and consulting engineering design offices and general drawing offices.

ADVANCED STANDING:
Students who successfully complete this program may enter the Mechanical Engineering Technologist-Design (EN120) program.

SEMESTER 1	16 WEEKS
ENDR106	Engineering Design Theory I
MACH105	Machining Fundamentals I
MACH106	Manufacturing Processes
ENDR105	Computers in Engineering Applications I
MATH166	Applied Mathematics I
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
MECH119	Engineering Design Theory II
ENDR123	Machining Fundamentals II
ENDR122	Computers in Engineering Applications II
SC101	Engineering Science I
MATH176	Applied Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	18 WEEKS
ENDR204	Jig and Fixture Design I
CAD203	Computer-Aided Design I
SC201	Engineering Sciences II
MATH222	Applied Mathematics III
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
ENDR223	Die Design I
CAD213	Computer-Aided Design II
SC223	Engineering Sciences III
MATH230	Applied Mathematics IV
LIBS105-130	General Education Choices

For more information, call Poul Stevens at (416) 944-4376 or Larello Lee at 944-4525 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN — DRAFTING DESIGN (CAD/CAM)

GBC Code EN2010
Casa Loma Campus
62 Weeks (4 semesters)
OCAS Apply to OCAS

Starting: September
Certification: Diploma
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in mathematics and English.

BACKGROUND:
A good background in mathematics and science will assist students in successfully completing the program. Courses in drafting and machine shop are recommended.

ABOUT THE PROGRAM:
Computer-aided design (CAD) and computer-aided manufacturing (CAM) are the kinds of skills that will continue to be needed as the hi-tech sector grows. The modernization and streamlining of engineering and production methods have meant that employees need new or upgraded skills to thrive in a computer-oriented manufacturing environment.

George Brown's good lab facilities and well-established program with an emphasis on CAD/CAM will equip the student with new skills and provide industry with an employment pool. Graduates of this program are integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the fields of computer-aided design and manufacturing. Graduates of this program can look forward to a career in the leading edge of manufacturing, entering such fields as numerical control programming, process planning, tool design, machine design, and CAD/CAM application support.

SEMESTER 1	16 WEEKS
ENDR106	Engineering Design Theory I
MACH105	Machining Fundamentals I
MACH106	Manufacturing Processes
ENDR105	Computers in Engineering Applications I
MATH166	Applied Mathematics I
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
MECH119	Engineering Design Theory II
ENDR123	Machining Fundamentals II
ENDR122	Computers in Engineering Applications II
SC101	Engineering Science I
MATH176	Applied Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	(SUMMER)14 WEEKS
MACH206	Computer-Aided Manufacturing
MACH205	Computer-Aided Design/Drafting
PRGM240	Computer Programming/Systems
ENDR243	Tool Design Concepts
MATH233	Applied Mathematics III
COMM132-140	Communications Choices

SEMESTER 4	14 WEEKS
MACH205	Computer-Aided Design/Drafting
MACH206	Computer-Aided Manufacturing
MATH234	Applied Mathematics IV
ENDR243	Tool Design Concepts
PRGM240	Computer Programming/Systems
LIBS105-130	General Education Choices

For more information, call Poul Stevens at (416) 944-4376 or Larello Lee at (416) 944-4525 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN — MECHATRONICS

GBC Code EN122
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September 1993
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics, English and technical math are also required. Applicants must take an admissions test.

ABOUT THE PROGRAM:
This program is a new addition to the George Brown College Centre for Advanced Design and Manufacturing. Mechatronics is the industrial skill required to design, fabricate, assemble, install, commission, troubleshoot and maintain automated equipment and related control and communications systems.

With modernization in technology, industrial automation is becoming more and more important in enhancing productivity and product quality. To meet Ontario's needs in the 21st century, we are responding to the increasing demand for highly trained personnel who will be capable of operating new, sophisticated manufacturing and testing equipment.

Mechatronics technicians are able to support designs and installations as members of a multi-skilled production team, and are completely familiar with these technologies: mechanical engineering, electrical/electronics engineering, hydraulics and pneumatics, and programmable logic controllers.

This program is unique in Canada.

CAREER PROSPECTS:
As a mechatronics technician, opportunities are available at the production level or as an associate of a design team for the development of automated devices and systems in industry.

SEMESTER 1	16 WEEKS
COMM120	College English
MATH166	Applied Mathematics I
MACH105	Machining Fundamentals I
ENDR105	Computers in Engineering Applications I
MACH106	Manufacturing Processes
ENDR106	Engineering Design/Theory I

SEMESTER 2	18 WEEKS
COMM122-130	Communications Choices
MATH176	Applied Mathematics II
MECH119	Engineering Design/Theory II
ENDR122	Computers in Engineering Applications II
ENDR123	Machining Fundamentals II
SC101	Engineering Science I

SEMESTER 3	16 WEEKS
COMM131-140	Communications Choices
MATH223	Industrial Mathematics and Statistics I
MECH217	Control Technology I
MECH212	Dynamics of Machines
MECH210	Material Properties
MECH208	Mechatronics I

SEMESTER 4	18 WEEKS
LIB105-130	General Education Choices
MATH226	Industrial Mathematics & Statistics II
MECH228	Control Technology II
QC212	Quality Assurance
MECH226	Mechatronics II

For more information, call the co-ordinator at (416) 944-4379 or the Computer Science and Engineering Office at (416) 944-4376.

MECHANICAL ENGINEERING TECHNICIAN — QUALITY ASSURANCE

GBC Code EN
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September 1993, subject to Ministry approval
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Mature students will be interviewed and tested on basic academic ability in English and mathematics.

BACKGROUND:
A good background in mathematics and English will assist the student in comprehending the subjects of this program.

ABOUT THE PROGRAM:
Companies around the world are becoming more and more interested in quality assurance. This program was designed in response to industry need for people with knowledge and skills in this area — one of the newest and most challenging areas of industry today. In order to remain competitive, profitable, and efficient, companies are recognizing the need to have quality assurance systems in place. This program was designed in response to industry need for people with knowledge and skills in this growing area.

Quality assurance is even more of a priority for companies following the adoption of a new set of international standards for products and services. ISO9000 is a series of generic product and service standards published by the International Standards Organization (ISO) — and the new standards are having a huge impact on businesses everywhere. Many companies are restructuring their manufacturing and service systems and techniques to meet the requirements of the new standards. In order to improve competitiveness, profitability, quality product output, and customer service, companies are following the ISO9000 guidelines that have been recognized as a benchmark of quality.

This program emphasizes the development, maintenance, controlling and auditing of quality assurance systems. Students develop a comprehensive knowledge of statistics, quality assurance management techniques, concepts of reliability, quality costing, manufacturing cost estimating, computer-aided drafting (CAD) and computer-aided design (CAM), and management communication skills. Graduates get the education and training needed to write the Certified Quality Technician (CQT) examination of the American Society for Quality Control (ASQC). Ambitious gradates with some tutorials and the required quality function experience can write the CQE or CRE examinations given by the society.

CAREER PROSPECTS:
Graduates of this program can expect entry level employment as a Quality Assurance Technician/Technologist. With work experience, they can aspire to the level of Quality Assurance Manager.

SEMESTER 1	16 WEEKS
ENDR106	Engineering Design Theory I
MACH105	Machining Fundamentals I
MACH106	Manufacturing Processes
ENDR105	Computers in Engineering Applications I
MATH166	Applied Mathematics I
COMM120	College English

SEMESTER 2	18 WEEKS
MECH119	Engineering Design Theory II
ENDR123	Machining Fundamentals II
SC101	Engineering Science I
ENDR122	Computers in Engineering Applications II
MATH176	Applied Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
	Compu Meosurement System DP-3DX
	Statistical Quality Control I
	Inspection & Testing Systems (ISO 9002 QS)
MATH222	Applied Mathematics III
	Quality Management Concepts
	Quality Systems ISO9000 Series Applications
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
	Management of Quality Assurance
	Manufacturing Cost & Estimating
	Reliability and Maintainability
	Statistical Quality Control II
MATH230	Applied Mathematics IV
	Career Education
LIB5105-130	General Education Choices

For further information, call Robert Young at (416) 944-4385 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN — TOOL AND DIE MAKER

GBC Code EN1040
Casa Loma Campus
2 Years (4 semesters)
OCAS Apply to OCAS

Starting: September, January
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

BACKGROUND:
A good background in mathematics is recommended. Drafting and machine shop are also recommended.

ABOUT THE PROGRAM:
Rapid changes in technology have caused a revolution in tool-and-die-making methods. Ceramic tooling has completely changed traditional metal-cutting methods and machinery. Electrical discharge machining (EDM) allows toolmakers to build tools, dies and moulds that could never before be imagined. Numerical control has brought the computer onto the shop floor.

To the student or journeyperson, a new challenge is presented — demanding imagination, patience, mechanical ability, deductive reasoning and, of course, skill as a craftsperson. The toolmaking technician program offers these challenges in well-equipped shops and laboratories.

CAREER PROSPECTS:
Graduates of the two-year program can look forward to a career in the modern production process which includes machining, tool and die making, mouldmaking, quality control, process planning, estimating, designing, teaching and technical sales. Students who successfully complete this program may wish to pursue an apprenticeship in machinist, tool and die mouldmaker.

ADVANCED STANDING:
Students who successfully complete this program may on completion of the required design and engineering courses, enter the Mechanical Engineering Technologist — Design (EN120) program.

SEMESTER 1	16 WEEKS
ENDR106	Engineering Design Theory I
MACH105	Machining Fundamentals I
MACH106	Manufacturing Processes
ENDR105	Computers in Engineering Applications I
MATH166	Applied Mathematics I
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
MECH119	Engineering Design Theory II
ENDR123	Machining Fundamentals II
ENDR122	Computers in Engineering Applications II
SC101	Engineering Science I
MATH176	Applied Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
ENDR205	Jig and Fixture Making
ENDR206	Computer Aided Manufacturing II
ENDR207	Jig and Tool Design I
MATH222	Applied Mathematics III
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
MACH214	Die Making
ENDR216	Computer Aided Manufacturing III
MATH230	Applied Mathematics IV
ENDR217	Jig and Tool Design II
U85105-130	General Education Choices

For more information, call Robert Young at 944-4385 or Larello Lee at 944-4525 between 8 a.m. and 4 p.m.

N CAMPUS MAPS
W E
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see inside back cover

MICROCOMPUTER AND P.C. SERVICING

GBC Code EL5770
Casa Loma Campus
1 Year (continuous for 52 weeks)
GBC Apply to GBC

Starting: September to April, every 10 weeks
Certification: Certificate
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7); or Academic Upgrading Level 4 (see page 6); or an admissions test in English, math and science, plus satisfactory performance on a mechanical aptitude test.

ABOUT THE PROGRAM:
This program provides a technically qualified individual with a broad technical foundation and understanding of electronics and electro-mechanical equipment as they relate to office automation and word processing, as well as a basic understanding of computer programming, computer operating systems and telecommunications. Students learn hands-on general repairs of microcomputers and take subjects in five-week blocks.

CAREER PROSPECTS:
The program prepares graduates for employment and further on-the-job training as equipment service technicians in the rapidly expanding field of office automation and word processing.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the Electronics Engineering Technician (EL1030) program.

SEMESTER 1	20 WEEKS
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ELCT532	Introduction to Computer System Software
ENG530	Business Practices and Communications (Part A)

SEMESTER 2	32 WEEKS
ELCT521	Microcomputer Fundamentals
ELCT524	Microcomputer Labs
ELCT595	Principles of Interfacing
ELCT538	Advanced Interfacing
ELCT537	Advanced Computer Systems Software
ELCT536	PC Systems Hardware
ELCT539A	Introduction to Data Communications
ELCT540A	P.C. Systems Lab
ELCT519	Active Circuit Analysis (Applied Math)
ENG530	Business Practices and Communications (Part B)

For more information, call (416) 944-4753/4754 or (416) 944-4755 between 8 a.m. and 4 p.m.

PIANO TECHNICIAN
(MANUFACTURING TECHNICIAN — PIANO)

GBC Code AR1140
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September 1994 (then alternate years)
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). A basic knowledge of music theory. Candidates will be required to successfully complete hearing and manual dexterity tests.

ABOUT THE PROGRAM:
Piano technicians are skilled in the repair, rebuilding and maintenance of pianos. Most often self-employed, working in or from a small workshop, they can rebuild, repair, voice and tune pianos of any piano maker.

The program and practice of the craft is suitable for both men and women who typically start their private practice tuning pianos, advising clients on work required for the preservation and repair of their instruments, and gradually building up a full practice.

This program is unique in Canada.

CAREER PROSPECTS:
Past graduates have found employment servicing instruments for performing musicians and private owners of instruments, and in such institutions as school boards, universities, schools of music and concert halls.

SEMESTER 1	16 WEEKS
PIAN100	Tuning
PIAN103	Upright Rebuilding
WOOD100	Woodworking
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
PIAN100	Tuning
PIAN103	Upright Rebuilding
WOOD100	Woodworking
PIAN104	Action Regulation
COMM125-130	Communications Choices

SEMESTER 3	16 WEEKS
PIAN200	Tuning
PIAN201	Action Regulations — Repair
MATH168	Math and Applied Math for Music
SBM100	Small Business Management
PIAN209	Grand Piano Rebuilding
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
PIAN200	Tuning
PIAN201	Action Regulations — Repair
SBM200	Small Business Management
PHY133	Applied Mechanics and Physics of the Piano
PIAN209	Grand Piano Rebuilding
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4389 or the Architectural Engineering office at (416) 944-4400.

REFRIGERATION AND AIR CONDITIONING

GBC Code AR5470
Casa Loma Campus
36 Weeks
Apply to GBC

Starting: Continuous intake, every 12 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 with credits at the general level and/or an admissions test.

ABOUT THE PROGRAM:
This program prepares people to enter an apprenticeship program leading to certification (compulsory in Ontario) as a journeyperson refrigeration and air conditioning mechanic. This program has a solid reputation in industry and college staff regularly consult industry representatives about the program. George Brown offers the largest hands-on training area of any college for this program. This is an excellent opportunity for people to enter a challenging trade that pays well. The Department of Skills Development will grant to graduate students appropriate time off the apprenticeship period. The graduates are excused some of the in-school training of the apprenticeship program. The courses are presented in blocks of six weeks.

CAREER PROSPECTS:
Installer — The apprentice/graduate carries out installation duties assigned by a supervisor or a mechanic. These include running refrigerant and water lines, and siting and connecting up major items of equipment such as evaporators, condensing units and cooling towers. Inter-unit electrical wiring, siting controls and running control line circuitry are tasks that may also be allotted.

Serviceperson — The apprentice/graduate may undertake service work under the supervision of a mechanic. Troubleshooting and repairs to a wide range of heating, ventilating, and air conditioning (HVAC) equipment will be carried out, involving both mechanical and electrical problems.

Salesperson — The graduate may work for an HVAC parts and equipment supplier. Duties include estimating and costing, advising customers on parts selection and consulting with manufacturers on a client's behalf. This position often leads to the offer of employment in the installation, maintenance, or service fields.

Maintenance Mechanic — The graduate may assist in the installation, service, and maintenance of the plant and equipment of employers such as a brewery, large factory, or educational institution HVAC equipment.

ADVANCED STANDING:
Students can get exemptions from basic apprenticeship training with their employer's approval.

COURSES	36 WEEKS
REF534	Electricity
MATH560	Mathematics
REF535	Refrigeration
MATH561	Mathematics
ARDR514	Drafting Blueprint Reading
REF536	Refrigeration
SBM534	Small Business Management
ARDR515	Drafting Blueprint Reading
REF537	Refrigeration
SBM535	Small Business Management
WELD515	Oxy-Acetylene Welding/Brazing/Cutting
SBM536	Small Business Management
REF538	Refrigeration — Air Conditioning
SBM537	Small Business Management
REF539	Refrigeration — Air Conditioning

For more information, call the co-ordinator at (416) 944-4363 or Mechanical Systems Technology at (416) 944-4360.

RESIDENTIAL CONSTRUCTION TECHNICIAN

GBC Code AR1210
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics and English credits are required.

ABOUT THE PROGRAM:
Residential construction is a field that significantly differs from general construction. In close consultation with the Toronto Home Builders' Association, George Brown College has developed a program that is weighted heavily in the technical area with a considerable portion of school time spent in the areas of business organization and management.

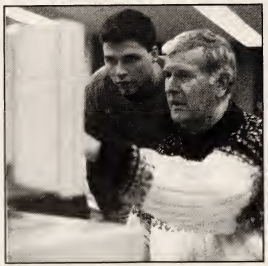
The students learn the concepts of designing and producing working drawings for a single family residence in accordance with the Ontario Building Code regulations and accepted standard practices in the field as pertaining to the home building industry.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates can expect to be hired as assistant job site superintendents, site clerks or assistant inspectors on the construction site with a contractor or builder, or as assistants in the office in designing, drawing, project planning, costing or expediting.

Several graduates have become successful entrepreneurs in the new residential construction field as well as in the renovation industry.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 may enter semester 3 of this program or semester 3 of the Construction Engineering Technician or Technology program, or the Civil Engineering Technician or Technology program.



SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structural Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107A)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
RCM231	Building Construction and Drafting I
RCM232	Building Construction and Codes I
RCM233	Project Management and Scheduling I
SBM166	Small Business Management I
RCM235	Contracts and Specifications
RCM236	Quantity Surveying and Estimating
RCM237	Computer Applications (financial management)
CAD231	Computer Aided Drafting
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
RCM241	Building Construction and Drafting II
RCM242	Electrical Services
RCM243	Mechanical Services — Plumbing
RCM244	Mechanical Services — Heating
RCM245	Project Management and Scheduling II
RCM246	Applied Mechanics — Timber Design
RCM247	Computer Applications (business plan)
RCM248	Quantity Surveying and Estimating
SBM176	Small Business Management II
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4397 or Architectural Engineering office at (416) 944-4400.

STATIONARY ENGINEERING — 4TH CLASS

GBC Code AR548
Casa Loma Campus
40 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITE:
Admission test. General or technical math and English at a Grade 10 level are required.

ABOUT THE PROGRAM:
This program provides instruction in all modules required for accreditation toward the 4th class level of stationary engineering. In addition, practical training in boiler operation, together with ancillary equipment, is provided in a modern, well-equipped registered power plant used exclusively for training purposes. Students will receive some training in the programmable monitoring process involving computerized systems. In addition, troubleshooting, using simulated power plant conditions, will be possible with computerized equipment.

Successful completion of the program entitles the student to the 4th Class Certificate of Qualification issued by the certifying ministry; however, this is contingent upon full attendance and modular accreditation. Although the terminal objective is 4th class certification, graduates are in an advantageous position to continue with studies at the 3rd class level.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Possession of a Stationary Engineer Certificate of Qualification 4th Class permits the graduate to seek employment as a certified stationary engineer in any registered power plant irrespective of its size. While the 4th class certificate is the lowest of the four levels of qualification, opportunities exist for progression through the higher levels by combining employment and accreditation obtained by passing modular examinations. Fourth class level engineers are also employed in a maintenance capacity in plants not necessarily required (by law) to have engineers in attendance.

ADVANCED STANDING:
Students who complete this program, and are certified with a 4th class stationary engineering license by the Ontario Ministry of Consumer and Commercial Relations, are eligible to enter the second year of the Stationary Power Plant Engineering program (AR1180).

COURSES	40 WEEKS
STAT549	Power Plant Laboratory
STAT550	Power Plant Mechanical Maintenance
STAT555	Power Plant Chemistry I
STAT556	Power Plant Boilers and Auxiliaries I
STAT557	Power Plant Heat, Refrigeration, Air Conditioning I
STAT558	Power Plant Instrumentation & Control I
STAT559	Power Plant Lubrication — Internal Combustion Engines
ELT514	Power Plant Electricity
SC552	Power Plant Applied Science
STAT560	Power Plant Chemistry II
STAT561	Power Plant Integrated Computer Control Systems

For more information, call the co-ordinator at (416) 944-4364 or Mechanical Systems Technology at (416) 944-4360.

STATIONARY POWER PLANT ENGINEERING

GBC Code AR118
Casa Loma Campus
2 Years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

ABOUT THE PROGRAM:
A complete shop area used exclusively for teaching purposes enables students to prepare for a career as a 4th or 3rd class stationary power plant engineer. Students learn about the operation and management of power equipment used to serve industry, and about computerized systems involved with the programmable monitoring process. They also learn to troubleshoot, using simulated power plant conditions, in a shop area designed specifically to meet industry needs in southern Ontario. Two months of on-the-job training in the fourth semester give students further work experience and qualifying time for certification. While the full program prepares them for a 3rd class level, it also includes content related to 2nd class level that enhances career prospects for graduates. Provincial legislation on standards and certification is incorporated into the program. Students who successfully complete the first year (semesters one and two) and six Ministry of Education and Training (MET) modular block exams may apply for provincial certification as a 4th class stationary power plant engineer. They may also go on to second year (semesters three and four), complete their work experience, and write another six MET exams in order to apply for certification as a 3rd class stationary power plant engineer.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates with 3rd class certification are in a good position to obtain employment. Because of this program's training, graduates are in an advantageous position to move to the 2nd class level by continuing with either extension class or correspondence studies. Positions of higher responsibility are attainable in this occupation with 2nd or 1st class certificate of qualification.

SEMESTER 1	16 WEEKS
STAT112	Power Plant Operation — Phase I
STAT113	Power Plant Maintenance — Phase I
STAT105	Power Plant Instrumentation and Control I
STAT109	Power Plant Chemistry I
STAT106	Power Plant Boilers and Auxiliaries
STAT114	Integrated Computer Control Systems I
STAT129	Power Plant Electricity

SEMESTER 2	18 WEEKS
STAT122	Power Plant Operation — Phase II
STAT123	Power Plant Maintenance — Phase II
STAT110	Power Plant Chemistry II
STAT107	Power Plant Lubrication and Internal Combustion Engines
STAT104	Power Plant Heating, Refrigeration and Air Conditioning
STAT124	Integrated Computer Control Systems II
STAT102	Power Plant Applied Science I

SEMESTER 3	16 WEEKS
STAT210	Power Plant Design and Operation Phase I
STAT211	Power Plant Maintenance Phase III
STAT202	Power Plant Applied Science II
STAT204	Power Plant Heating, Refrigeration and Air Conditioning
STAT219	Power Plant Electricity
STAT207	Power Plant Instrumentation and Control II
STAT214	Integrated Computer Control Systems III

SEMESTER 4	18 WEEKS
STAT220	Power Plant Design and Operation — Phase II
STAT201	Power Plant Supervision and Management
STAT205	Power Plant Boilers and Auxiliaries
STAT206	Power Plant Prime Movers
ENG210	Power Plant Communications
STAT208	Power Plant In-plant Training
STAT224	Integrated Computer Control Systems IV
STAT225	Power Plant Maintenance

For more information, call the co-ordinator at (416) 944-4364 or Mechanical Systems Technology at (416) 944-4360.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

VIDEO SYSTEMS AND SERVICE

GBC Code EL5870
Casa Loma Campus
1 year (continuous for 48 weeks)
Apply to GBC

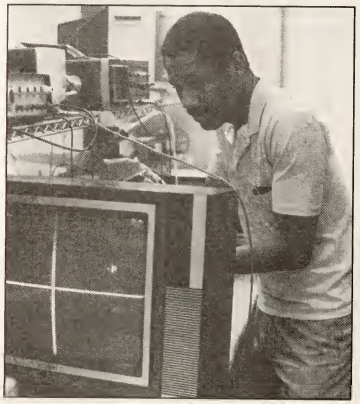
Starting: Every 10 weeks, September through April
Certification: Certificate
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7); or Academic Upgrading Level 4 (see page 6), and an admissions test in English, mathematics, algebra and science.

ABOUT THE PROGRAM:
The program provides training for individuals to become qualified in the principles and maintenance of radio, hi-fi, TV and basic video systems, with the ability to diagnose, locate and repair faults.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The program prepares the graduates for employment and/or further on-the-job training in this diversified field of electronics. Opportunities for employment exist with retailers, wholesalers and manufacturers in the service and/or sales departments.



SEMESTER 1	20 WEEKS
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT532	Introduction to Computer System Software
ELCT509	Passive Circuit Analysis (Applied Math)
ENG530	Business Practices and Communications (Part A)

SEMESTER 2	28 WEEKS
ELCT510	Linear Circuit Applications
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM Stereo Fundamentals and Circuits
ELCT513	AM-FM Stereo Radio Circuits Laboratory
ELCT518	Television System Introduction and Laboratory
ELCT542	Video Tape Recorder and Camera Theory
ELCT543	NTSC Transmission and Standards
ELCT544	NTSC Processing Circuits
ELCT545	Video Tape Recorder Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ELCT530	Business Practices and Communications (Part B)

For more information, call (416) 944-4753/4754 or (416) 944-4755 between 8 a.m. and 4 p.m.

WELDING FITTER

GBC Code EN5510
Casa Loma Campus
36 Weeks
Apply to OCAS

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 technical mathematics and English at or above general level, or equivalent, or mature student status (see page 7), or an admissions test.

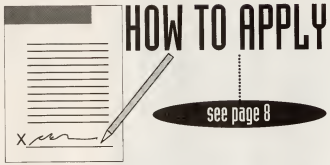
ABOUT THE PROGRAM:
This well-established program takes place in the college's excellent shop facilities. Students get sound practical instruction, together with appropriate theory, in all of the major welding processes now used in industry. Graduates will be able to meet recognized industrial standards of competence in the use of the shielded metal arc (SMAW), gas metal arc (GMAW), flux-cored arc (FCAW), gas tungsten arc (GTAW) and oxy-acetylene welding and cutting processes. Graduates will be eligible to take a practical all-position SMAW test to qualify for certification for pressure welding at the Ontario Ministry of Consumer and Commercial Relations. Graduates will also have a sound knowledge of the fundamentals of fabrication procedures and the interpretation of shop drawings.

CAREER PROSPECTS:
The steel fabricating industry is extremely diversified, producing a wide range of products. Consumer goods, automobiles, structural steel components for buildings and bridges, pressure vessels, and industrial and transmission piping installations are all examples of products requiring skilled welders. A graduate from the Welding Fitter program possesses skills to enter any of these interesting fields, and advance towards positions of responsibility in the welding field.

SEMESTER 1	18 WEEKS
WELD550	Welding Theory
WELD540	Oxy-Acetylene Welding/Brazing/Cutting
WELD541	Shielded Metal Arc Welding
WELD542	Fabrication
ENDR575	Drawing Layout and Calculation
ENG530	Industrial Communications

SEMESTER 2	18 WEEKS
WELD550	Welding Theory
WELD540	Oxy-Acetylene Welding/Brazing/Cutting
WELD541	Shielded Metal Arc Welding
WELD542	Fabrication
WELD543	Gas Tungsten Arc Welding
WELD544	Gas Metal Arc Welding
ENDR575	Drawing Layout and Calculation

For more information call Chris Wengle at (416) 944-4391 between 8 a.m. and 4 p.m.



WOMEN INTO TRADES AND TECHNOLOGY

GBC Code AR5650
Casa Loma Campus
18 Weeks
Apply to OCAS

Starting: October, February
Certification: Training profile issued
No summer classes

PREREQUISITES:
Admission test prior to interview.

ABOUT THE PROGRAM:
This program provides women who have not previously worked with hand and power tools with a chance to develop skills in a variety of trade and technical areas. It is a good introduction to a range of areas in trades and technology. A practical hands-on method of learning is emphasized and students are encouraged to learn a logical approach to mechanical and electrical problem-solving, which is essential in most trade areas.

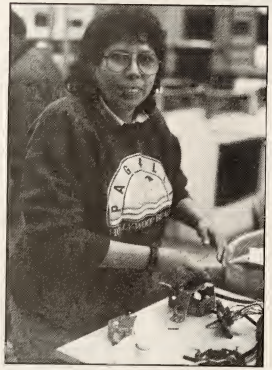
Students are also exposed to academic/technical subjects including basic blueprint reading, technical English and mathematics. This combination of shop and academic instruction gives students the "catch up" skills and self-confidence needed to continue in a non-traditional career path.

To assist students in confirming/selecting their career goals, educational and industrial tours covering a wide range of technology and trades are conducted during the program. After being exposed to a range of skill areas, students may wish to pursue one preferred area with further study in a George Brown program or they may wish to apply for an apprenticeship.

CAREER PROSPECTS:
Graduates have gone on to train in such programs as: CAD/CAM, numerical control, machine shop, aircraft maintenance technician, electrical engineering, refrigeration and air conditioning and major appliance servicing, electronics, drafting, truck driving, heavy equipment operator, offset printing, cabinet making, welding, masonry and power engineering.

COURSES	18 WEEKS
TTP501	Academic/Technical
TTP502	Trades/Technical

For more information, call Hilde Zimmer at (416) 944-4358 or Doug Todd at (416) 944-4348 between 9 a.m. and 3 p.m.



APPRENTICESHIP

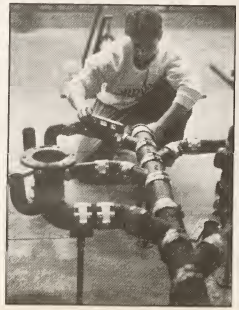
WHAT IS APPRENTICESHIP?
It is an agreement between a person like you who wants to learn a skill, and an employer who needs a skilled worker. Both the person who is learning and the employer who is training benefit from an apprenticeship. The apprentice becomes a fully qualified journeyperson, with skills that can provide him or her with a rewarding career. The employer gains a skilled worker who can help the company succeed.

HOW LONG DOES AN APPRENTICESHIP LAST?
Apprentices learn their skills through on-the-job practice. They spend two to five years learning their trade. About 90 per cent of the time is spent in the workplace. The rest is usually spent at a community college. While apprentices are learning, they are earning, too. Their employers pay them while they are training.

WHAT ARE THE ENTRANCE REQUIREMENTS?
In most trades, the minimum educational requirement is Grade 10. Employers and unions may insist, however, that applicants have a higher educational level as well as credits in specific subjects. Apprentices must be at least 16 years old.

WHO CAN I TALK TO FOR SUPPORT AND INFORMATION?
People registered as apprentices and people interested in seeking apprenticeship can call the George Brown College Apprenticeship Office at (416) 944-4863.

HOW DO I REGISTER?
Apprentices are registered by the regional offices of the Ministry of Education and Training. You cannot register for an apprenticeship at George Brown College. Either you or your future employer can call the regional office and ask one of the consultants to visit your workplace. The consultant will make sure that you both understand what apprenticeship is all about.



The following apprenticeship programs are offered at George Brown College, but you must register for these programs with the Ministry of Education and Training. See the phone numbers listed below.

PROGRAM TITLE
Applionce Servicing
Boker 2 — Basic and Advanced
Baker — Branch 3 (Patissier)
Corpenter — General
Cook II — Bosic and Advonced
Electrical (Canstruction and Maintenance)
Glazier and Metal Mechanic
Hairstyling — Basic
Hairstyling — Advanced
Industrial Electronic Controls
Industrial Mechanic (Millwright)
Ironworker
Machine Printing Offset
Millwright (Construction)
Plumber
Radio and TV Servicing
Refrigeration and Air Conditioning
Retail Meat Cutter
Sheet Metal Worker
Sprinkler and Fire Protection Installer
Steamfitter

For more information on apprenticeship programs visit or write to the Apprenticeship and Client Services Branch of the Ontario Ministry of Education and Training at 625 Church St., 1st Floor, Toronto, Ont. M4Y 2E8, or call (416) 326-5800. Or you can call your local apprenticeship field office:
Toronto Central: 326-5800
Scarborough: 750-3531
Toronto East: 750-3531
Mississauga: 897-1551
Toronto West: 897-1551
Oshawa: 576-0171

To use this section, first look on the page describing the program you wish to take. The courses within that program are listed by name and by course code.

All courses are arranged in this section in alpha-numeric order by course code, and they are described in more detail.

The following courses are listed in alpha-numeric order by course code.

AC100 Quality Assurance
Introduction to the principles of measurement analysis in a manufacturing environment. Areas covered include: quality planning, basic statistical concepts, processes, measurement system analysis.

ACC100 Introduction to Accounting I
An introductory course covering the accounting cycle including columnar journals, subsidiary ledgers, work sheets, adjusting and closing entries financial statement; notes and interest; payroll accounts; voucher system.

ACC102 Accounting for Decision-Making
Emphasis is on accounting as a decision-making tool. Topics include accounting for inventories and fixed assets, partnerships and corporations, responsibility accounting, manufacturing accounting, budgeting, and financial analysis.
Prerequisite: ACC100.

ACC103 Introductory Accounting
Accounting is the "language" of business. This course is the first in a sequence that prepares the student to make good managerial decisions based on financial information. In this course, the student will learn the basics of accounting.

ACC104 Intermediate Accounting/Hospitality
In this course, the student builds on knowledge gained in the basic accounting course. Students learn to use basic financial information to prepare statements and financial reports.
Prerequisite: ACC103.

ACC106 Introduction to Accounting
Given examples, instructions and transaction data, the student will demonstrate in class assignments and on tests their ability to understand and apply the basic concepts of the recording processes leading up to the final presentation of financial statements in service and merchandising firms.

ACC109 Introductory Accounting
See ACC103

ACC110 Intermediate Accounting
See ACC104
Prerequisite: ACC109.

ACC113 Accounting - Methods and Techniques
This course for fashion students serves as an introduction to the concepts and terminology of accounting. Emphasis is placed on the sales and management personnel to understanding fundamental principles in accounting skills.

ACC114 Financial Statements - Development, Use and Application
In this course the student is required to demonstrate a sound knowledge of financial statements-preparation and analysis procedures, recording of business transactions, cash management including investment and/or distribution of surpluses and estate and succession planning.
Prerequisite: ACC100.

ACC117 Introduction to Accounting II
This course continues ACC100 and covers: accounts receivable, valuation of inventories; depreciation and depletion; intangible assets; accounting principles; partnership accounting; corporate organization and operations; current and long-term liabilities; statement of changes in financial position (cash basis); and an overview of manufacturing accounting. LOTUS 1-2-3 applications are an integral part of this course.
Prerequisite: ACC100.

ACC119 Accounting for Decision Making
The student will analyze financial reports and interpret the results and also describe the managerial decision processes and identify the uses of accounting information by managers of business. Emphasis will be placed on the use of accounting data as a decision-making tool.

ACC126
This course demonstrates on understanding of the accounting process as applied to a service organization. The student will learn to perform the mechanics of the accounting cycle from the recording of the original entry through the preparation of financial statements, petty cash and the bank reconciliation statement.

ACC151
A continuation of ACC113.

ACC200 Financial Accounting I
Emphasis is on the underlying theoretical structure of accounting. Topics include: a review of accounting principles and concepts and financial statement preparation; valuation of current assets and liabilities; and the valuation of operational assets.
Prerequisite: ACC117.

ACC202 Cost Accounting I
This course covers a general overview of managerial accounting including: cost terms; job order costing; process costing; cost behaviour and cost-volume-profit relationships; segment reporting; contribution income statements; and profit planning.
Prerequisite: ACC117.

ACC203 Financial Accounting II
This course continues ACC200. Topics include: formation and capital structure of limited companies; accounting for bonds as long-term liabilities and investments; accounting for income tax, pensions, and lease gains; statement of changes in financial position (cash basis); analysis of financial statements; and inflation considerations in accounting.
Prerequisite: ACC200.

ACC204 Cost Accounting II
This course continues ACC202 and covers: standard costs; flexible budgets; control of decentralized operations; and relevant costs for decision-making, including consideration of pricing products and services, service department allocations, and capital budgeting concepts.
Prerequisite: ACC202.

ACC205 Auditing
The course covers the principles and practices of auditing and emphasizes strong internal control systems. Topics include: evaluation of internal control systems; choice and evaluation of evidence; preparation of audit working papers; audit of computerized systems; and communication of audit findings.
Prerequisites: ACC200 and ACC220.

ACC207 Hospitality Accounting
In this course, the student continues to explore the accounting functions of the hospitality business. The emphasis is on the financial data that may be acquired and from which managerial decisions may be made.
Prerequisites: ACC103/109, ACC104/110, FCC104.

ACC213 Accounting
This course familiarizes the student with the production and understanding of financial statements, budget preparation, capital budgeting and the designing of systems accounts and journals that best serve the control needs of the property management industry.

ACC216 Advanced Accounting for Fashion
Advanced accounting where fashion students learn business theory as it relates to the methods and techniques of accounting. Specific areas of study are current and long term liabilities, partnership accounting, organization and operation of corporations etc.

ACC220 Management Information Systems I
This course introduces students to the use of computerized information systems in a modern business environment. Topics include: organizational structures; computer hardware and software; system controls; and flowcharting. Lotus 1-2-3 applications are incorporated into the course.
Prerequisites: ACC117 and IS115.

ACC222 Management Information Systems II
This course builds on ACC220 and includes: microcomputer accounting applications; systems studies for accounting information systems (including analysis, design, implementation, and resource acquisition); and case studies on various system topics. The ACCPAC application is demonstrated in this course.
Prerequisite: ACC220.

ACC225 Management Accounting
This course is designed for non-accountants who desire an understanding of managerial accounting techniques used in planning, organizing, and controlling operations within a company.
Prerequisite: ACC102.

ACC262
A continuation of ACC216.

ACC300 Advanced Management Accounting
This course further develops the skills learned in ACC202 and ACC204. Topics include: cost-volume-profit analysis; responsibility accounting and motivation; standard costs, flexible budgets; relevant costs; joint-product costs; segment performance measurement; mix and yield variances, and linear programming.
Prerequisite: ACC204.

ACC301 Taxation
This course introduces personal and corporate income taxation in Canada. The student will learn to compute taxable income and taxes payable, which includes the calculation of income from employment, business, and property, capital gains and losses. The capital cost allowance system is examined. Basic tax planning is integrated into the course wherever possible.

ACC302 Internal Auditing
This course covers the basic concepts and techniques of internal auditing, with particular emphasis on the role of the internal audit function in evaluating the efficiency and effectiveness of both accounting and operational systems. Topics include: the relationships with the external auditor; evaluation of internal controls; effectiveness of various management structures; and the communication of audit findings.
Prerequisite: ACC205.

ACC303A Finance
This course builds on the foundation provided by BUS321. Students will examine the process of capital budgeting and various methods for raising funds through the Canadian capital markets.
Prerequisite: BUS321.

ACC306 Advanced Financial Accounting I
This course continues ACC200 and ACC203 and examines accounting for inter-corporate investments, including: consolidation under the purchase method; consolidation of wholly-owned and non-wholly-owned subsidiaries, reporting in subsequent years; pooling of interests; and additional consolidation topics.
Prerequisite: ACC203.

ACC307 Advanced Financial Accounting II
This course covers: additional aspects of inter-corporate investments; segmented reporting; accounting for international activities, including foreign currency translation and reporting on foreign operations; accounting for non-profit organizations; and fund accounting.
Prerequisite: ACC306.

ACC576 Hospitality Accounting Procedures
In this course, the student learns to follow simple, basic procedures that are used in the hospitality business to maintain accountability and control over revenues and assets. The focus is on those controls that fall within the responsibility of a server or bartender.

ACCL502 Labour Cost Control
See FC104
Prerequisite: PUR505.

ACCU200 Computer Grading and Marker Making
In this course, students will learn the fundamentals of operating the AccuMark System, learning how to prepare rule tables and pattern pieces for digitizing, how to digitize and plot pieces; and how to make markers and plot them.

ACT100 Human Growth and Development
Provides a multi-disciplinary overview of human growth and development from conception to death. Students will examine different models of psychological, social and physical development with special emphasis on adults and the elderly.

ACT101 Ambulation and Exercise
Through demonstration and practise, students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs, walkers, canes and crutches.

ACT104 Activity Planning
This course will focus on how to meet the psycho-social needs at the elderly through activity programs by planning the total activity program, implementing the program and evaluation of the program.

ACT105 Use of Crafts and Hobbies
Students will practice a variety of crafts and hobby skills such as sewing, needle work, painting, ceramics, pottery, jewellery making, wood work, copper and leather tooling using current methods and adaptive techniques or devices.

ACT106 Normalization and Rematviation
The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be place on the use of the environment, knowledge (assessment) and skills to promote interest in personal interaction, aids to daily living, adaptive techniques, continuing training and reality orientation.

ACT109 Group Process I
This course is designed to provide learning at a theoretical and experiential level which will result in improving the student's understanding of themselves through the group process and thus further the ability to work effectively in a variety of groups.

ACT110 Special Needs
Skills that are necessary for working with clients with special needs will be studied and practised. These skills will include safety transfers, care during excursions, emergency first aid, adaptive communication methods and reality oriented approaches.

ACT119 Group Process II
Students will continue to develop an understanding of knowledge, skills, attitudes, and the significant roles of group leaders/members at a theoretical and experiential level.
Prerequisite: ACT109.

ACT208 Assessment Skills
This course will focus on the skills needed to assess an individual's physical, social, emotional, intellectual and spiritual needs and interests. Techniques for performing a helping interview with the elderly client will be discussed, demonstrated and practised. Forms used for the purpose or recording assessment finding, and charting techniques that are in current use in the field will be examined.

ACT210 Organization and Management Skills I
This course deals with the principles of organization and management thus preparing the student for effectively supervising an Activity Deportment.

ACT211 Organizatian and Managements Skills II
This course will focus on the professional management of the Activity Department. The course will also prepare the student for the entry into the workforce.

ACT212 Psychogeriatrics
In this course, students will learn about behavioural disturbances with emphasis on those most commonly found in the elderly population. Topics to be covered will include chronic mental health problems, such as dementias, neuroses, as well as affective behavioural disorders and addictions.

ACT214 Counselling Skills
Basic concepts and skills of counselling will be discussed, demonstrated and practised. These will be related and applied to the needs and developmental issues of the elderly.

ACT215 Community Resources
Community Resources is a course that examines the community in terms of its resources that could be utilized to meet the needs of the elderly. The learner will identify, classify and analyze existing social services. Guest lecturers and group presentations are incorporated into the course at study.

ACT217 Program Development and Evaluation
A variety of models serving as a framework for group work with the elderly will be examined. This course will also focus on theoretical and practical techniques used to develop specialized programs and evaluation of the effectiveness of these programs.

ACT226 Therapeutic Programming
This course is designed to provide understanding and practical experience in the use of therapeutic programming for those groups with special needs. Therapeutic approaches for the confused and the impaired elderly will be emphasized. A central focus will be the creative use of movement for self-expression and communication within groups.

ACT227 Values, Ethics and Professionalism
The focus of this course is to assist the student in clarifying values, understanding ethical and moral issues and in developing an understanding of professionalism in preparation for entry into the workplace.

ACUP300 AccuMark 300
The objective of this introductory course in Computer Pattern Drafting is to provide system skills to the fashion student and knowledge for patternmaking using PDS.

ACUP300 Pattern Drafting System
This introductory course in computer pattern drafting provides the student with system skills and knowledge for accurate and efficient patternmaking, using the P.D.S. 300 feature of the AccuMark system effectively.

ADES503 Advertising Design I
A comprehensive course emphasizing the steps necessary to generate and produce print advertising of a professional calibre for the consumer market

ADES511 Advertising Design II
The student will apply the knowledge and drawing skills learned in Advertising Design I to create professional calibre work from rough layouts to final art.

ADM201 Exercise Class Leadership
In this course the fitness instructor will be shown the principles and precautions that are necessary in the design and leading of an effective, sound and enjoyable activity class.

ADM204 Fitness Management I
This third semester course introduces students to job search techniques in fitness and the business of fitness. Financial Management, Facility Management, Marketing and Promotion, Human Resource Management are studied in reference to the fitness industry. Management issues are discussed and students gain practical experience and apply this knowledge in operating and managing an Employee Fitness Centre within the college.

ADM214 Fitness Management II
This fourth semester continues to focus on the administrative demands that are placed on fitness professionals. Students develop computer skills preparing various assignments, writing proposals, researching equipment or developing a marketing plan. In addition, industry trends along with social and economic trends and the implications for providers of fitness services are reviewed.

ADM224 Fitness Management Projects III
The student will be experiencing a variety of management systems utilized in the fitness profession.

ADV201 Advertising I
This course introduces the student to the vital relationship between words and visuals as they combine to form exciting advertising concepts. It explores designs that communicate clearly and with maximum impact in national newspapers and magazines. It emphasizes the fast, clean use of markers to render layouts, as well as fast mounting and presentation. It reinforces the appropriate selection of type as well as type rendering. The use and importance of photography in advertising is explored.

ADV211 Advertising II
This course continues to emphasise the development of exciting advertising concepts for consumer and trade magazines and outdoor and transit advertising. It emphasizes the aspects of design, rendering and typography. It introduces the importance of marketing and media selection, and traces the steps from concept through roughs, comps, photography, typesetting and assembly. It exposes the student to a wide range of creative approaches in print and television.

ADV302 Corporate Image Advertising I
This course examines the means of product and company identification as used in advertising. It explores the development of slogans and their animated visualization for TV, corporate spokespersons and campaigns which are designed to establish a particular image for a company or product.

ADV305 Advertising III
This course sets extremely high standards of creative excellence. By using a combination of skills and knowledge learned in this course with that acquired in complimentary courses, the student is challenged to exceed perceived limitations as they design and write advertising for television, render story boards and study award winning commercials from around the world. The course traces development of national advertising from research through marketing, media planning, creative and production, as the student works to professional standards in broadcast and print.

ADV312 Corporate Image Advertising II
This course continues to probe product and company identification in advertising. It focuses on the development of slogans, corporate symbols and long term campaigns. The course includes establishing a budget for media, production and artwork. Emphasis is an loteral thinking and brainstorming.

ADV315 Advertising IV
This course continues to emphasize a high level of conceptual thinking as it applies to multi-media campaigns scheduled to coincide with other courses, combining to produce a very complete portfolio. The work program provides the student with the opportunity to experience on actual advertising agency environment.

AIR111 Refrigeration
This course covers the topics of heat: quantity, type, intensity; temperature scale conversion; refrigerant loads; gas laws and properties; system component analysis and selection; refrigeration and heat pump cycles; piping layout; system capacity control, and accessory selection and application. It is also an introduction to the types of systems available.

AIR112 Heat Loads
This course covers basic thermodynamics, properties of material combinations in heat transfer, human comfort, development of heat transfer equations, humidity, psychometrics, building heat storage effect and solar load analysis, building code requirements for H.V.A.C. systems, heating and cooling load determination using A.S.H.R.A.E. procedures and manuals, and equipment selection procedures.

AIR113 Electricity
This course covers electron theory and current flow, magnetism, voltage drop, resistive and inductive circuits, capacitance, D.C. and A.C. supplies including polyphase circuits, inductive and capacitive reactance, impedance in A.C. circuits, and electric motors and their control.

AIR114 Refrigeration Lab
This course is an introduction to refrigeration and air conditioning. It covers materials, tools and instruments, with typical applications; pursuance of projects relating to testing, measurement and evaluation of a variety of systems; and an analysis of typical problems arising and of remedial action required.

AIR115 System Design
This course covers H.V.A.C. system evaluation, static, velocity and total systems pressures, friction, impact, aspiration and turbulance in air flows, fan curves, air duct sizing and layout in residences, and system adjustment and balancing procedures.

AIR116 Electricity
This course covers the development of pictorial and schematic diagrams, basic control circuitry and components found in H.V.A.C. systems, and construction and analysis of ladder schematics incorporating control and safety devices.

AIR205 System Design
This course includes a review of first year design theory. Further investigation of gas laws, duct sizing, and equations are covered, as well as commercial load calculation procedures, using A.S.H.R.A.E. material and code standards, and advanced psychometric analyses, including evaporative and mixed air processes.

AIR206 Controls
Students are introduced to two- and three-wire and proportional control circuitry. A computer-aided drafting program is used to lay out an advanced control circuit. Hands on lab work involving sections of the circuit studied, together with component explanation, will aid in understanding the system.

AIR207 Refrigeration
This course covers advanced piping applications, including superheat selection, multitemperature systems, lubricating oil analysis, selection, acids and viscosity, oil flow in systems, heat pump systems, staging and compounding in mechanical refrigeration systems, and water treatment.

AIR208 System Design
In this course "Static Regain" and "Equal Friction" methods of commercial duct design are studied. Topics to discuss include: air distribution patterns, air terminals, fan laws, fan performance value correction and selection, water pump characteristics and selection; and system characteristics and operations.

AIR209 Controls
This course is an introduction to pneumatic systems with detailed explanation of construction and function devices in both pneumatic and electrical control systems. Comparison and evaluation is made of control components.

AIR210 Refrigeration Lab
This course covers super heat measurement and adjustment. Topics include multi-temperature applications, piping pressure drop determination, oil analysis, refrigerant analysis and identification, plotting fan curves, and system test procedures.

AIR211 Estimating
This course includes take-offs of mechanical working drawing for: ducts, piping and machine room layouts, preparation of bills of materials and costing for light industrial and institutional H.V.A.C. systems; and drafting soles proposals and cost overheads. The use of computer spreadsheets for estimating purposes is also studied.

AIR216 Computer Applications
Fundamentals of operating microcomputers and introduction to various software packages, including spread sheets, work processing, and D.O.S. Methods of integrating software via D.O.S. An introduction to computer aided drafting (C.A.D.) will be given using "Autosketch" and "Autocad" software. These packages will be used to build electrical control system schematics. Some accompanying manual drafting may be presented.

AIR225 **Drafting**
This course is an introduction to computer aided drafting (C.A.D.) using "AUTOSKETCH" and "AUTOCAD" variant, to build electrical control schematics. Some accompanying manual drafting will be presented.

AIR301 **System Design**
In this course all air systems are studied, including: "Terminal Reheat", "Variable Air Volume" , "Dual Duct", and "Multizone". Also studied are air and water systems such as "Air Water Induction" systems and "Fan Coil and Unit Ventilation" systems. Detailed design of a medical clinic is included as well as the design project at a commercial office building using a water source heat pump.

AIR306 **Computer**
This course covers the use of microcomputer and developed software, on an individual basis, in order to: calculate commercial heat loads, develop a commercial air duct design using either static regain or equal friction methods, and select and cost required equipment.

AIR308 **H.V.A.C. System Design**
This course covers: investigation of "Indoor Air Quality" (I.A.Q.) problems and their resolution; also thermal storage practices and techniques including load shifting, ice making, compressor and equipment sizing and load levelling. There is also a detailed design project at an office building using "Variable Air Volume" (V.A.V.) design applications.

AIR314 **Refrigeration**
This course includes the development of a computer program to perform refrigeration load calculations, using advanced spreadsheet software. Also studied are the design and layout of various refrigeration systems, including freezers, using C.A.D., the selection and supply of refrigeration equipment, and the operation of "Lithium Bromide" systems and "Ground Source" head pump systems.

AIR315 **Energy Management**
In this course the operation of programmable controllers in H.V.A.C. systems is studied. Other topics include the development of programs using several different programmable logic controllers (P.L.C.) software programs, as well as conversion from conventional to P.L.C., and the development of P.L.C. programs for building energy conservation purposes.

AIR316 **Contract Administration**
This course covers: the contracting process; preparing contract proposals and forms; contractual chains and the flow-down process; terms and conditions (clauses and their implications in contract tiers, liens, liquidation and consequential damages, use of bonds, non-disclosure agreements, conditional purchase orders, hold harmless); change order process; claims (notification and documentation); planning processes (critical path and path chart analysis); computer wordprocessing for document production.

ANAT113 **Anatomy and Physiology I**
This course covers levels of organization, the skeletal system, the muscular system, the nervous system, the gastrointestinal system, the cardiovascular system, the respiratory system and the urinary system.

ANAT114
See ANAT113

ANAT115 **Anatomy and Physiology of the Lower Extremities**
This course is designed to provide the Chiropody student with a detailed knowledge of the normal anatomy and physiology of the lower extremities. The use of radiographs as diagnostic aids will be discussed.

ANAT111/107 **Gross Anatomy**
This course focuses on functional skeletal and muscular anatomy, especially as it relates to orthotic and prosthetic fit and function. Also covered is the anatomy and function of all the major joints, blood vessels and nerves.

ANAT117 **Oro-Facial Anatomy**
A lecture and laboratory course covering basic dental terminology, the development, structure, form and function of teeth, eruption chronology, the functional relationships of the teeth and their supporting structures, and dental anomalies and variations.

ANAT123 **Anatomy and Physiology II**
This course covers the endocrine system, reproduction, the cardiovascular system, cardiovascular-respiratory integration, acid/base balance in the body, genetics, microbiology, non-specific body defenses and the immune system, and special senses.

ANAT124
See ANAT123

ANAT127 **Functional Anatomy and Physiology**
The course provides the student with a knowledge base respecting the anatomy and physiology of the human hearing mechanism, hearing disorders and pathology.

AP105
See ELS121

AP105
See ELS119

AP112 **Day Care Assistant's Course**
This full-year course is designed to improve the student's grammar and essay-writing skills. Also included in the course are practice in journal writing, oral presentation skills, non-judgemental observation, report-writing and media reports on children's issues.

APL534 **Electricity for Appliances**
This course covers electron theory, sources of electricity, voltage and current resistance. Included are twenty electrical projects that reinforce theory lessons. Emphasis is placed on learning types of circuits and how to interpret pictorial and schematic diagrams. Additional subjects taught are inductance, capacitance and A.C. motors and relays. This course is prerequisite for all other modules.

APL536 **Microwave Ovens and Electrical Ranges**
This course covers principles of microwave cooking. Construction and operation of common microwave oven types are show. Microwave ovens and related components are available for the student to troubleshoot, peak test, and use for performance evaluations. This format is also used for electric ranges, emphasizing self-clean ranges, troubleshooting and diagnastic methods.

APL537 **Basic Refrigeration and Refrigerators**
This course covers refrigeration theory, dehydrating the system, and pressure/temperature relationships. Also studied are the compression system, safe handling of refrigerant emphasizing reclaiming and recycling, safe handling and use of the prestalite torches and equipment, and brazing and soldering projects.

APL538 **Freezers and Room Air Conditioners**
This course covers building, charging and testing the bench refrigeration system, compressor types and designs, and types of refrigerators and freezers. Also studied are topics of using service manual and troubleshooting, window air conditioner installation and performance testing, and troubleshooting and repair.

APL539 **Dishwashers and Clothes Dryers**
This course introduces the principles and operation of electric clothes dryers, diagnosing and service procedures to effect their repair, dishwasher principles and operation of various cycles, problems of washability and water, and service and repair procedures.

APL540 **Clothes Washers and Campodors**
This course concentrates an automatic clothes washers and enables the student to understand their operation, diagnose problems, perform testing and service procedures to make repairs.

ARCH101/102 **Mechanical Systems**
The student will gain an understanding of the mechanics of hearing and air conditioning systems, plumbing and electrical systems.

ARCH110 **Materials and Methods of Construction 1**
This course provides the student with an understanding and working knowledge of building materials and their properties, their use in construction, and the application of the Ontario Building Code.

ARCH120 **Materials and Methods of Construction 2**
This course continues the study of building materials and their use in construction, based on the Ontario Building code.

ARCH210 **Materials and Methods of Construction 3**
This course further acquoints the student with material processes and procedures used in the construction industry. This course is intended to supplement ARDR236.
Prerequisite: ARCH120.

ARCH220 **Materials and Methods of Construction 4**
This course acquaints the student will R2000 design and construction principles. The elements of working drawing details are reviewed as well as the application the Hot2000 program.

ARCH300 **Building Science**
The purpose of this course is to introduce the student to the principles of construction methods as related to OBC Part 3 buildings. Particular emphasis is placed on rain-screen and curtain wall details. Prerequisite: ARCH220.

ARCH301 **Architectural Design I**
In this course the student achieves an understanding of building design issues from project conception through to design development. The student will produce a complete design for a multi-use building and present the project to a review panel.

ARCH302 **History of Building**
This course introduces the student to the history of Western architecture, from the time of the Greeks to the present day. Architectural styles and important buildings in Toronto are examined within this context.

ARCH303 **Community Planning**
This course deals with community planning issues such as land development and distribution systems. The focus places on land parcel scheduled for development into a perspective relative to the community in which it is situated.

ARCH311 **Architectural Design 2**
In this course the student explores external issues which influence building design, including jurisdictional and contextual parameters. The student will produce a complete design for a commercial building and present the project to a review panel.
Prerequisite: ARCH301.

ARDR103 **Architectural Rendering and Presentation 1**
This course introduces the student to the principles and practices of presentation drawing, including plans, elevations and perspective; shades and shadows using delineation techniques; and preliminary colour pencil and marker rendering.

ARDR120 **Descriptive Geometry**
On completion of this course, the student will be able to visualize the three-dimensional object in multi-view based on the principles of orthographic projection, as well as perform mathematical calculations of the shape and size of an object viewed in space from any angle by graphic layout methods.

ARDR125 **Drafting**
This course is an introduction to architectural drafting practice. It covers dimensioning, line weighting, lettering, symbols, two point perspective, third angle and orthographic projection, and sketching.

ARDR126 **Drafting**
This course covers isometric projection, sections and auxiliary views, an introduction to mechanical drafting practice, and an introduction to pipe drafting practice.

ARDR167 **Architectural Drafting and Design 1**
This course acquaints the student with the conventions of architectural drafting, including linework, lettering, architectural scales and symbols. The student will complete a set of working drawings for a single family dwelling.

ARDR177 **Architectural Drafting and Design 2**
This course continues the development of skills required to establish and effective means of graphic documentation. Given a set of design sketches, the student will develop and prepare a complete set of working drawings for a residential project.
Prerequisite: ARDR167.

ARDR203 **Architectural Rendering and Presentation 2**
The student will build on presentation skills obtained in ARDR103. Interior perspective work is highlighted.

ARDR225 **Drafting**
An introduction to computer-aided drafting (CAD) using autosketch and autocad variant, to build electrical control schematics. Some accompanying manual drafting is included.

ARDR226 **Drafting**
This course covers duct layouts, using A.S.H.R.A.E. symbols for heating and cooling, ventilating valves and fittings. Other topics studied are reading mechanical and architectural plans, detailing machine rooms, duct chases and sheet metal fittings, and preparation of plans for detailed layouts of H.V.A.C. systems for medium sized commercial buildings to meet all codes.

ARDR235 **Mechanical Installations Drafting 1**
This course covers the basic aspects of mechanicol systems in buildings, including plumbing, drainage and fire protection.

ARDR236 **Architectural Drafting and Design 3**
This course introduces the student to modular co-ordination in planning, drawing, construction and building components. This will be accomplished by a case study involving the planning and layout at a partial set of working drawings for a light industrial building, in conjunction with the OBC.
Prerequisite: ARDR177.

ARDR245 **Mechanical Installatians and Drafting 2**
The student continues to develop skills introduced in ARDR235. Topics include heating and air-handling systems.

ARDR246 **Architectural Drafting and Design 4**
Based on a partially completed set of working drawings of a complex institutional building, the student will produce working drawings and explore interior design issues, including barrier-free design.
Prerequisite: ARDR236.

ARDR247 **Computer Aided Drafting**
This course is designed to take the student from basic CADD skills to using AUTOCAD and its many powerful features and manipulations in the creation of intermediate drawing and design projects
Prerequisite: ARDR246A.

ARDR247A **Computer Aided Drafting 1**
This course introduces the student to Computer Aided Drafting principles and techniques through the use of personal computers. On completion, the student will be able to demonstrate the ability to use AUTOCAD for the generation of simple drawings.

ARDR248 **Codes and Specifications**
This course enables the student to interpret and understand Part 3 of the Ontario Building code. The student is also introduced to Specifications using a case study co-ordinated with ARDR246.

ARDR301 **Computer Aided Design 1**
This course is designed to take the student from the basic CADD skills obtained in previous courses to using AUTOCAD's more powerful features and manipulations in the creation of complex drawing and design projects.

ARDR301 **Codes and Specifications**
This course enables the student to interpret and understand Part 3 of the Ontario building Code. The student is also introduced to Specifications using a case study co-ordinated with ARDR246.

ARDR311 **Computer Aided Design 2**
This course builds on previous CADD courses in exploring AUTOCAD's more powerful features and manipulations. The student will demonstrate the ability to generate complex design and drawing projects.
Prerequisite: ARDR301.

ARDR312 **Computer Aided Design 3**
Building an previous CADD skills, on completion of this course the student will be able to use AUTOCAD and AUTOLISP to its full capacities in the creation of final plotted drawings.

ARDR514 **Drafting Blueprint Reading**
This course deals with the use of drafting instruments in the production of three-view drawings. The student will be introduced to isometric drawings of piping symbols.

ARDR515 **Drafting Blueprint Reading**
This course deals with the study of frame, masonry, and concrete construction regarding construction members, methods of dimensioning sections, details and architectural symbols.

ART100 **Foundation Art**
See SIGN546

ART201 **Pictorial Art**
The student develops a basic level of skills in the techniques of pictorial painting as it is practiced in the sign industry. The course involves a study of line, tonality and texture, a study of non-linear perspective, monochromatic rendering, posterization, colour blending, painting from photographs and projections and architectural rendering.

ART210 **Presentation Art**
This course consists of scale sketches and elementary drafting techniques, lettering in perspectives, the representation of building materials, scaled perspective drawings from a plan and elevation, and descriptive text advertising objectives and other features.

AT102 **Work Measurement I**
This course teaches the basics of work measurement. The special aspects of work in the fashion and apparel industry will be introduced and described. The student will principally study the "Time Study" work measurement technique, using stopwatches and other specialized equipment Demonstrations will include industry and training videotapes and relevant plant visits.

AT105 **Machinery and Equipment**
This course introduces the student to the large variety of machinery and equipment encountered in the manufacture of a sewn product. The course also includes discussion of alternative manufacturing methods in keeping with changes in material, styles, patterns and technological advancements.

AT111 **Garment Analysis**
The student will learn of the intricacies, methods and equipment required to manufacture a variety of apparel products and other related items. By analyzing a variety of products, the student will determine all of the component parts and the production methods used in the manufacturing process.

AT112 **Fashian Merchandising I**
This course provides the student with the various elements of fashian merchandising, the fundamentals of fashian and basic principles that govern fashian movement and change. Emphasis is on major fashian markets, the planning and principles that are necessary to have the right fashians at the right price and the importance of budgeting and control of fashian invantories.

AT113 **Fashian Pramatian**
This course covers the promotion of fashion on all levels, from the raw material producer and apparel manufacturer to the fashion retailer. Emphasis is placed on advertising, including evaluation, image building, budgeting, media planning and creative elements. Basic skills of personal selling are highlighted.

AT122 **Fashian Merchandising II**
This course highlights the planning, designing and merchandising of a fashian store to reflect its marketing personality. It covers location, design principles, colour theory, signing, layouts, fixtures, allocation of space and visual merchandising. The student will create and design an original fashian store using the principles learned in the course.

AT141 **Apparel Technology I**
This course is designed to enable students to develop manufacturer awareness in the construction of block modules, samples and a study of specialty techniques. The student will use this knowledge with the pre-cut skirt and pre-cut pant.

AT142 **Apparel Technology Pre-cuts/Samples**
The student will construct skirt and bodice blocks using proper industrial sewing techniques, with emphasis on layouts and fittings. A series of blouse and leather samples are introduced to raise manufacturer awareness and help the student in adapting apparel details for creative design.

AT151A **Work Measurement II**
This course continues the development of skills from the first level introduced in AT100. The course concentrates on the development of work standards using standard data analysis methods of apparel operations. The student will study MTM, MOST and work sampling from videotapes and related industry materials.

AT153 **Apparel Technology II**
This course focuses on the advanced and applied techniques of garment construction. The student will select the appropriate materials and fabrics when constructing an original skirt, blouse and pants.

AT154 **Apparel Technology**
Sewing skills are further developed through an in-depth study of the construction of the pre-cut blouse. The student will select appropriate fabrications and construct a pant co-ordinate of their own design to further their creativity.

AT193 **Fashian Retail Management**
This course deals with the operation of a fashion store on campus. It is designed to provide the student with practical experience in the daily operations of a fashion business. The students will organize their own business and take specific management responsibilities for various departments within the business, including buying, accounting, advertising, visual merchandising and operations.

AT200 **Quality Control**
This course will enable the student to understand the concepts of quality in apparel products. It will concentrate on the establishment of fabric and product specifications, in-process product inspection and assessment and finished product evaluation.

AT203 **Garment Casting I**
This course provides the student with the knowledge required to develop, establish and understand the costs involved in the manufacture of a sewn product. The student will prepare flow charts and develop and adjust pay rates, performance reports and excess cost reports.

AT205 **Fashian Merchandise Buying**
This course emphasizes the current policies and procedures in fashian buying and merchandising, highlighting the skills buyers need to make complex decisions for successful purchasing. Careful study is given to what buyers need to buy, in what quantities, from whom and at what time and particular attentian is given to decision making functians and techniques for mare advanced merchandising.

AT221 **Apparel Marketing**
This course provides an intensive review of modern marketing functians, procedures and techniques for the fashian industry. It focuses an the development of an effective marketing strategy based an demographic, economic and competitive factors. Consumer behaviour, marketing opportunities and market segmentatian are studied in selecting an appropriate marketing mix.

AT243 **Apparel Technology IIa**
This course focuses an the use of industrial sewing machines in the manufacturing environment. Employing industrial methods, a variety of dress samples such as gussets, zippers and pockets are constructed, followed by a pre-cut dress of classic styling.

AT246 **Apparel Technology IIc**
This tailoring course begins with such samples as the continental patch pocket, double jet pocket with a flap, notched collar and bound buttonholes. A pre-cut coat is constructed, complete with interfacing and linings and work with begin an a pre-cut jacket.

AT250A **Garment Casting (Computer Oriented)**
The student is introduced to the preparation of different types of cost sheets and the costs associated with materials, findings, labour and a variety of sewn heads encountered in determining the cost of a product. The course also covers setting up a budget, budgetary control and cost-volume-profit analysis.

AT261 **Apparel Marketing Advanced**
This course expands the study of marketing with more advanced marketing principles and concepts. The student will develop an effective marketing mix, paying particular attention to product management, price setting, sourcing, selection of distribution channels and international marketing. The student will participate in case study preparation and decision making using marketing principles.

AT262 **Production Management**
This course continues the skills from PROD200 production scheduling by developing those aspects of material requirement planning (MRP) needed for production and the just-in-time methods used in the fashion industry.

AT263 **Apparel Technology IVa**
The student will convert original style ideas into a finished evening, after five, or bridal gown. Skills that showcase sequins, quilting, cording, applique, embroidery, pleating, beading, banding and lace may be incorporated into the garments.

AT264 **Apparel Technology IVb**
The student will complete the pre-cut jacket, utilizing industrial sewing and fusing machines. The student will select the appropriate materials and trimmings for the career dress, cut the fabric, assemble and finish the garment.

AT265 **Apparel Technology IVc**
The student will create a coat ensemble or a three piece suit, along with accessories. The student will be taught to purchase suitable fabric for designs, to test and select the correct interfacings and to use industrial construction techniques.

AT266 **Production Applications**
This course combines the methods and techniques in PROD200 and AT262. Using computers and the necessary software, the student will present case studies in forecasting, aggregate planning, inventory control and material requirement planning and final solutions to industry related problems. "What if" situations will be discussed and analyzed.

AT272 **Management Strategy**
This course will coordinate and review previous management and corollary courses to enable the student to identify appropriate business policies and opportunities useful in determining the most effective business strategies under existing market environments.

AUD150 — **Audit Relevant Course**
An audit of courses within the Fashion Division that may be of interest to the student.

AUD500 — **Audit Relevant Course**
This course consists of independent research on equipment, work aids, techniques, production methods or other operations to improve skills in solving technological problems in sewing technology.

AUD510 — **Audit Relevant Course**
See AUD500

AWC100 — **Women, Race and Class**
This course helps students in the Counsellor/Advocate for Assaulted Women and Children program to gain an awareness of how the construction of gender, race and class is connected and used to maintain the subordination, oppression and exploitation of various groups within Canadian society, and in particular, women.

AWC102 — **Psychology of Women**
This course deals with issues regarding the psychology of women based on personal perceptions and experience, feminist psychological theory and current research data.

AWC106 — **Intro to Feminism**
This course examines the way in which the oppression of women is structurally maintained. The components of feminist theory are examined in order to explore how feminists view the institutionalized oppression of women within a context of anti-oppression work.

AWC108 — **Intro to Violence Against Women and Children**
Students become familiar with the issues and various aspects regarding specific forms of violence. One purpose of the course is to provide resources and information necessary to develop an analysis and critique on the issues of violence against women and children. This course encourages examination of the complexity of the issue in relation to socio-economic and political systems.

AWC109 — **Violence Against Women Partners: Social and Political Issues**
The first semester is devoted to the exploration and feminist analysis of violence against women. The course examines how violence is tolerated by society (myths and reality) and how this affects the lives of women.

AWC110 — **Group Process I**
This course enables students to gain awareness of their own interpersonal style in a group context. It develops their group communication skills and provides time for reflection and support for students' experience in the Counsellor/Advocate for Assaulted Women and Children program.

AWC111 — **Group Process II**
A continuation of AWC110.

AWC113 — **Gender Identity Development**
This course considers the impact of socialization upon women throughout their lives and the many factors that interact to produce women's various identities. It examines biologically and socially based sex differences.

AWC115 — **Field Work Seminar**
Students have an opportunity to meet weekly with other students and a faculty member in a small group, for discussion, problem solving, and mutual support with regards to field placement.

AWC117 — **Child Rape: Counselling Issues**
The course is designed to help students gain a general understanding of the social context of sexual abuse, as well as counselling issues and skills for direct service work.

AWC119 — **Women and the Law I**
This course examines the concepts of justice and law as they affect our lives as women. It examines the ways in which the legal system deals with violence against women and children. It develops advocacy skills to enable us to assist women who are involved with the legal system.

AWC122 — **Introduction to Feminist Counselling**
This course introduces students to the history, theory, and value systems of feminist counselling. It examines the sources of women's emotional distress and the meaning of women's symptoms. Students explore their own values and biases and how these may interfere with their work as feminist counsellors.

AWC123 — **Crass Cultural Communications**
This course enables students to improve verbal and non-verbal communication skills with women and children from different cultures. It develops an awareness of how various tensions within groups lead to ineffective communications.

AWC201 — **Group Process and Leadership**
This course enables students to understand group dynamics and to develop the skills of effective group leadership.

AWC202 — **Women and the Law II**
This course is a continuation of AWC119.

AWC206
See AWC117

AWC207 — **Feminist Counselling Skills, Theory and Practice**
This course explores the role of the feminist counsellor, the dynamics of the feminist counselling relationship and how we actually integrate the philosophy of feminism into our work as counsellors. Extensive role-playing practice is used to help students learn both general and feminist counselling skills.

AWC208 — **Reality of Rape: Social and Political Issues**
This course addresses the social and political issues regarding the rape of adult women; including an analysis of power and control, classism, racism, sexism, homophobia, and ableism. Rape includes sexual harassment and sexual assault by a partner. Activism is a major focus of the studies.

AWC209 — **Feminist Political Action**
Students come to understand feminist political action as a tool of community development, and the course increases students' awareness of their own potential political activism.

AWC210
See AWC209

AWC211
See AWC201

AWC213 — **Reality of Rape: Counselling Issues**
This course addresses the understanding by individuals and groups of women around the reality of rape in our lives. The psychological, spiritual, emotional, financial and physical impact is developed. Advocacy and counselling skills are taught within the social/political context of the first term course.

AWC214 — **Child Witnesses to Wife Assault**
This one-semester course provides the students with an opportunity to explore a range of issues affecting children whose mothers are being assaulted in their homes. Students develop skills to deal with these issues.

AWC215 — **Field Work Seminar II**
A continuation of AWC115.

AWC225 — **Field Work Seminar III**
A continuation of AWC115 and AWC215.

BAR505 — **Bar Accounting**
See *ACC576*

BAR506 — **Beverage Theary and Wines**
See VIN201

BIND100 — **Binding and Finishing**
This course introduces students to programmable guillotine cutters and basic cutting, the 17 1/2" x 22 1/2" and 20" x 26" Baum folders and basic folding, operation of the Bostitch 19E hand stitcher, operation of paper drill and round cornering, and basic hand binding, foil stamping and handling materials.

BIND200 — **Binding and Finishing**
This intermediate course includes cutting, folding and the operation of the Mueller Gathering machine and the Mueller Automatic Stitcher/Trimmer. It also provides an introduction to Cerlox and thesis binding, adhesive binding on the Mueller Pony 5 Rota-Binder and job planning.

BIND304 — **Binding and Finishing**
This course covers machine binding with programmable and computerized cutters, folding machines, the perfect binder, and stitcher-trimmer. The operation of the machines includes knife changes for the guillotine, slitting for 2-up work, scoring and perforating, adhesives, different feeder systems on the folders, paper and paper grain.

BIND305 — **Binding and Finishing**
This course covers a variety of handbinding operations which incorporate design with the ability to work with the hands. The course involves the use of leather, vinyl, cotton and satin, as well as conventional book coverings and also deals with decorating a book with brass plates and brass or silver corners. Some book repairs are possible as a result of this course. Paper, paper grain and adhesives are also taught through the course.

BIND542 — **Binding and Finishing**
This course involves the operation of a small folder, paper drill, padding procedures and the operation and programming of a computerized guillotine used for cutting paper.

BIO104 — **Microbiology**
This course is designed to give the student an overview of the basic principles of microbiology. It includes an introduction to body defenses against microbial invasion, infectious disease and antimicrobial methods. The process of infectious control and sterilization procedures is also covered.

BIO110 — **Biology for Fitness**
This course will identify the principal systems of the human body, list the representative organs of each system and describe the function of each system. Special attention will be given to connective and skeletal tissue, neurophysiology and the structure of the circulatory and pulmonary systems.

BIO116 — **Anatomy and Physiology**
This course provides the student with a comprehensive understanding of the structure and function of the body systems. The course examines the interaction of these systems in maintaining homeostasis.

BIO117 — **Human Biology**
This course focuses on how the structure of the human body determines the function of the parts. It integrates knowledge from chemistry, physics, and math.

BIO11B — **Microbiology**
This course is designed to give Chiropody students an overview of the basic principles of microbiology. It will include an introduction to infectious diseases of the feet and the body's response to microbial invasion.

BIO121 — **Biological Science - Human Biology**
This course is comprised of three areas of study:
Human Biology - a basic knowledge of the normal structure and function of each body system is presented.
Microbiology - course content is selected to provide an understanding of the prevention of the spread of micro-organisms in relation to the individual, health care agency and community.
Nutrition - the emphasis is directed to the basic nutritional requirements based on Canada's Food Guide. Basic principles of nutrition are related to the maintenance of good nutritional status.

BIO122 — **Introductory Biology**
This course is offered in Semester I of the Chiropody program and is intended to serve as a basis for the advanced study of physiology in semester II. Topics include: major organ systems, physiological mechanisms of disease and treatment planning.

BIO129 — **Biology: Human Anatomy and Physiology II**
This course provides the student with a comprehensive understanding of the structure and functioning of the body systems. It is designed to provide the framework necessary for an understanding of pathophysiology.

BIO202 — **Biomechanics I**
This course will provide the students with the knowledge and understanding of biomechanics necessary for the diagnosis and management of conditions with a biomechanical basis.

BIO20B — **Clinical Microbiology**
This course will build on the general microbiology principles introduced in semester I microbiology to apply to specific bacteria, fungi and viruses that infect the foot.

BIO212 — **Biomechanics II**
This course is offered in a series of lectures and labs. Its aim is to develop the students' understanding of the various misalignments which can occur in the foot and leg.

BIO513 — **Biology**
This course deals with biology more specifically than students encountered in SCS30. It includes life and society, cell structure, organisms, reproduction, inheritance, and the origin of living systems. There are also laboratory experiments included.

BIO523 — **Biology**
This course is the second in the series. It is mostly human biology. It includes nutrition, cardiovascular system, gas exchange, neural control, musculoskeletal system, endocrine system, and reproduction.

BIO700 — **Biology for Pre-Health**
Introduction to human biology and physiology. Emphasis is on how the structure of the human body determines the function of the parts.

BK101 — **Baking Basic**
In this course, the student learns to perform the basic baking skills which may be required to function as a cook. The student learns to read and follow a recipe, and produce a finished baked product.

BK102 — **Baking Advanced**
In this course, the student continues to produce a variety of baked products using hand tools and equipment and following standard recipes. The emphasis is on producing a finished product that meets professional standards in the industry.
Prerequisite: BK101.

BK203 — **Baking III**
In this course, the third-semester culinary student continues to apply skills to the preparation of baked products. In addition, the focus is on professional standards in the production of pastries and related items.
Prerequisites: BK101 and 102, BKT101 and 102.

BK204 — **Baking IV**
In this course, the fourth-semester culinary student continues to learn how to produce baked products which are recognized internationally. The emphasis in this course is on cakes and desserts.
Prerequisites: BK101 and 102, BKT101 and 102

BK400 — **Baking Advanced**
This three-week practical course will feature traditional Italian desserts, bread and roll craft, as well as cake making and decorating.

BK501 — **Baking Basic**
See BK101

BK502 — **Baking Advanced**
See BK102
Prerequisite: BKT501.

BK502A — **Baking Advanced**
See BK102
Prerequisite. BK501.

BK550 — **Bakery Formulation**
This course includes a discussion of bakery formula calculation of the baker's percent and preparation of formulae for different batch sizes.

BK551 — **Ingredients**
Students in this theoretical course study the ingredients used in commercial baking such as shortenings, leavening agents, milk, eggs, flours and sugar, or other ingredients.

BK552 — **Fermentation**
This course covers the theary of fermented baked products including the ingredients responsible for fermentation, effects of fermentation on the final product and the control of dough temperature during fermentation.

BK553 — **Straight Dough**
This course covers the theary of fermented breads such as Italian, French, white pan, egg type, whole wheat, and Vienna bread.

BK554 — **Variety Fermented Goods**
This course includes the theary and practical production of Danish dough, sweet dough, yeast raised donuts and other variety goods.

BK555 — **Pies, Sweet Paste and Puff Paste Goods**
This course gives students the ability to understand the ingredients and techniques to produce high quality pies, sweets, paste and puff paste goods.

BK556 — **Cookies**
This course provides the student with a theoretical and practical understanding of the various formulae and methods of preparation of cookies for the industry, including ice box, florentines, macaroons, almond drop cookies, lady fingers, coconut squares, and other products. Basic elements of decorating are covered.

BK557 — **Cakes and Creams**
This course provides the student with a theoretical and practical understanding of the formula methods of preparation of specialty cakes including: sponge, batter type, festive and birthday cakes, European specialty cakes such as sacher, linzer, Italian, German creams such as black forest cake, moose cakes, chiffon, and cheesecakes.

BK55B — **Muffins and Tea Biscuits**
Students learn the theary and preparation of quick breads, including a variety of muffins and tea biscuits.

BK560 — **Formulation**
This course continues on from the basic formulae learned in semester I of BK550 and introduces the student to more complex formulae, including calculation of these formulae in differing batch sizes.

BK561 — **Flour and Sugor**
In this theoretical course, students learn the history, source, production methods and use of various types of flour and sugar as used in the baking industry.

BK562 — **Cakes**
In this course, students learn the theary and practical production of cake preparation for batter type, foam type, chiffon cakes, and others.

BK563 — **Breads and Rolls**
In this course, students learn to produce high quality bread and rolls using the correct bakery equipment for mechanical manufacturing processes of fermented products.

BK564 — **Pastry and Choux Paste**
This course builds on the techniques learned in BK555 and teaches the theoretical and practical methods of producing a further variety of pastries and paste items.

BK565 — **Puddings and Desserts**
In this course, the student learns the production of Bavarians, mousses and other desserts.

BK566 — **Decorating, Specialty Work**
From this course the student will be able to describe the fundamentals of decorating and be able to apply these fundamentals to the decorating of selected items.

BK701 — **Baking Basic**
See BK101

BK702 — **Baking Advanced**
See BK102

BKT101 — **Bake Theory Basic**
This course provides the theoretical background necessary for the practical baking courses. The student learns about baking ingredients, what they are, and how and why they function as they do in the baking process.

BKT102 — **Bake Theary Advanced**
In this course, the student continues to study techniques used in baking, focusing on the finished product. Specifically, the focus is on breads, pastries, cakes and desserts.
Prerequisite: BKT101.

BKT501 — **Bake Theory Basic**
See BKT101.

BKT502 — **Bake Theary Advanced**
See BKT102

BKT701 — **Bake Theary Basic**
See BKT101

BKT702 — **Bake Theory Advanced**
See BKT102

BT112A — **Graphic Interpretation**
Equipment, lettering linework, two dimensional drawing and three dimensional drawing are studied. This course covers types of drawings, symbols and blue print reading of various types of residential working drawings, with constant reference to the Ontario Building Code and current construction methods.

BT114 — **Introduction to Commercial/ Industrial Construction**
The student will acquire working knowledge of preliminary job planning, work methods, materials and equipment involved in the below-grade portion of structures. Cross-references to the Ontario Building Code and Act throughout. This course covers project phases, drawings, project team, site investigations, excavation and equipment

BT11B — **Construction Materials I**
This course studies concrete and its components (cement, aggregates), factors determining strength and durability, the influence of curing and weathering, and the performance of common field tests on concrete.

BT119 — **Site Surveying I**
This is an introduction to surveying. Covered are fundamentals of plane surveying with practical use and care of surveying equipment, types of surveys, horizontal and slope measurement, precision and corrections, differential levelling, angular measurement and basic principles of residential construction surveys.

BT120 — **Construction Materials II**
This course looks at masonry, wood, lumber, insulation materials, glass, metals (steels and alloys), plastics, roofing, etc. with regard to manufacturing, physical properties, structural properties, nomenclature, classification, and construction practices.

BT123 — **Introduction to Residential Construction**
This course looks at residential framing techniques and residential drawing practices with constant references to Part 9 of the Ontario Building Code. Reviewed are conventional floor, wall, ceiling and roof framing, framing drawings and architectural drawings. Quantity surveying is introduced.

BT126 — **Introduction to Computers**
This is an introduction to the use of DOS-based micro-computers, through the use of a commercial word processing program and a spreadsheet program. On completion of this course, the student will be able to produce a suitably laid-out wordprocessed document and be able to set up a simple budget and/or a simple estimating summary.

BT127 — **Structrul Steel I**
This course introduces classification of structures with respect to materials and geometry, fundamentals of structural steel structures, CISC handbook of Steel Construction, drawing interpretations, and basic analysis of loads, forces, stresses and moments in accordance to CSA-S16.1-M89 and the Ontario Building Code.

BT128 — **Site Surveying II**
Fundamentals of plane surveying and practical use of surveying equipment are covered, including distance measurement and corrections, profile and cross-section levelling, contours, gradients, quantity methods, angular measurement, fundamentals of municipal road and sewer design construction surveys and site layout surveying.

BT129 — **Reinfarced Concrete I**
The student is introduced to reinforced concrete structures, design and drawing techniques, including loading conditions, forces and resulting stresses in concrete elements and reinforcing steel, analysis and detailing of simply supported concrete floor slabs and beams. Reference is made to Ontario Building Code, CSA-A23.3-M84 and RSIO reinforcing standards.

BUS123 — **Campany Organization - Business Regulations**
This course is intended to introduce the student to the various business structure alternatives, their advantages and disadvantages, and business law as it applies to the activities of small business including contracts, torts, agency and franchising, bailment and consumer protection.

BUS124 — **Microcomputers in Business**
This course is designed to provide hands-on experience in the use of commercial software using microcomputers in the application of financial, inventory and purchasing controls. The focus is on the use of the microcomputer as a tool by the owner/manager.

BUS127 — **Health Informatian Management - Theory I**
This course enables the student to identify the purpose and components of a health record; assemble a record; identify the numbering, storage and filing systems in use; use the patient index to locate specific records, identify methods of record control; identify legal and accreditation standards for health records; and conduct a quantitative analysis of a record according to specified format.

BUS133 — **Microcomputers in Business**
This course provides an introduction to Lotus 1-2-3. The student attains mastery through a series of laboratory activities and assignments. During the latter half of the course students work in groups on projects pertaining to a variety of specific business disciplines.
Prerequisite: IS115.

BUS139 Medical Office Procedures I

This course outlines the qualifications and responsibilities of a medical office administrator and provides a brief history of the medical profession. The course describes the role of the holistic approach to medicine and outlines administrative systems management, medical scheduling systems and the importance of time management.

BUS140 Microcomputers in Business

This course is designed to enable students to access spreadsheet software (LOTUS 1-2-3) and to perform the functions required to create and enhance a worksheet; create and print graphs; use and manage large worksheets; create and use databases; and create and use macros.

BUS143 Machine Transcription

This course will concentrate on the skills required to operate an electronic transcription unit, to develop and refine proofreading and grammar skills, to use proofreaders' marks to indicate corrections and to produce mailable documents by transcribing from prerecorded tape.

BUS144 Medical Terminology I

This course allows the student to recognize and explain the meaning of medical terminology as it occurs in the medical environment, whether written or spoken. The course will demonstrate o knowledge of the formation of medical terms and the shape, structure and function of the human body and its parts.

BUS152 Industry Overview

This course enables students, through lectures delivered by members of brokerage firms, to acquire an overview of industry operations, corporate finance (mergers, acquisitions), trading (bands, money market), rules and regulations of the industry, retail sales, mutual funds and R.R.S.P.s.

BUS153 Financial Management and Analysis I

This course introduces the student to financial statements with emphasis on financial analysis of the balance sheet, the income statement and combined market ratios. Financial concepts in the areas of securities availability and valuation, investing, inflation, value of money and financial markets will be addressed.

BUS156 Faculty-Directed Conadian Securities Study Course

The primary purpose of this course is to ensure that the student develops the self-discipline and motivation required to work towards the completion of the Canadian Securities Course. The student, with the guidance of a faculty advisor, will work on assignments as required for submission to the Conadian Securities Commission.

BUS157 Financial Management and Analysis II

This course will enable the student to understand short-term financing sources, dividend policy and retained earnings, issuing securities, earnings, long-term financing sources, preferred and common shares, convertible securities and warrants and international finance.

BUS158 Business Law

This course will provide the student with an overview of the Canadian legal system. Emphasis will be placed on the law of contracts, particularly in relation to such investment areas as joint accounts and margin agreements. It also examines the various devices used to secure debt and problems of the insolvent debtor.

BUS159 Business Laboratory I

This course will complement and augment the student's exposure to previous programs on fashion merchandising, providing a real world exposure to the many challenges faced in the merchandising field. The fashion store's weekly results in sales, inventory, profit, turnover, markdowns, and opening will be analyzed and discussed. The student will build a portfolio and present research assignments.

BUS174 Faculty-directed Conadion Securities Study Course

The student, with the guidance of a faculty advisor, will complete the assignments as required for submission to the Conadian Securities Commission in preparation for writing the Canadian Securities examination.

BUS185 Managing Your Job and Yourself

In this course the student will learn how to plan a daily routine incorporating time management tools and techniques and how to manage the broker's time. The student will learn how to monitor and evaluate the results of a specific decision, organize the work station for efficient job performances and control concurrent tasks.

BUS188 Document Preparation

This course will concentrate on the skills required to check facts, to spell correctly and to prepare complete and correct final copies of all types of documents used in a business office.

BUS191 Procedural Analysis

This course introduces the student to the ten basic functions of business and how those functions interrelate. The student will analyze and track problems in a system and provide a flowchart for information flow between functions. Information flow in a paper-based and paperless office is examined.

BUS200 Business Laboratory II

This course continues the student's exposure to the real world of merchandising with the operation of College Creations. There will be exposure to more advanced principles intended to fine tune the student's understanding of the merchandise field. Emphasis will be on sourcing and market research by the student.

BUS235 Health Record Administration - Theory III

Given appropriate learning experience, the student will identify the benefits and problems of the Canadian health care system, state the role accreditation plays in setting standards and identify the components of a quality assurance program.

BUS237 Retail Strategies

This course is designed to provide an understanding of the components making up a successful retail establishment including customer focus, site selection design, dealing with suppliers, pricing for profit and managing.

BUS23B Business Case Studies

The student works with other members of a team to solve business cases appropriate to the point reached in the program to demonstrate ability to analyze and solve cases and defend solutions with appropriate techniques and skills.

BUS239 Effective Selling

Students are assessed on their ability to demonstrate a basic understanding of the sales function, successful selling techniques and how customers decide what, when and where to buy.

BUS240 Using the Personal and Business Camputer

In this course particular emphasis is placed on the use of microcomputers and appropriate software to deal with a variety of business functions. It includes an understanding of computer files, databases, database management systems, and controls and system studies for effective accounting information systems.

BUS242 Behavioiurial Science in Business

This course provides on introduction to human relations including the historical roots of human relations, the language of communication, creativity, the decision-making process, leadership and employee union relationships.

BUS24B Health Record Administration - Lab III

This course constitutes a directed clinical practice in the health record department of a health care facility where the student gains the practical experience that is associated with the structured academic program.

BUS270 Medical Terminology II

This course continues the development of terminology introduced in BUS144. It will concentrate on the formation of medical terms, including suffixes, prefixes and combining forms; and abbreviations, surgical terms and diagnastic terms relating to the body systems studied.

BUS271 Computer-Aided Transcription II

This course enables students to utilize computer assistance producing accurate, timely transcripts and encourages clean, carefree shorthand notes.

BUS273 Medicol Office Practice III

This course teaches the student to complete travel arrangements, prepare itineraries, arrange meetings, prepare agendas, produce minutes, complete various medical accounts and various related forms and to complete other financial procedures such as preparation of payroll and the listing of cash disbursements.

BUS274 Medical Terminology III

This course continues the development of medical terminology introduced in the first year.

BUS277 Court Procedures - District Court

This course introduces the student to the function of the provincial court system, the placement of the court officers, the setting up of official court transcripts and the terminology and jargon surrounding court work.

BUS2B1 Advanced Computer Topics

This course enables the student to better understand computer functions by developing programming skills in BASIC. The student's control of the microcomputer environment is improved through the use of DOS and database management software (dBASE III Plus) to store, update, and retrieve data and to produce reports and mailing labels.

BUS2B3 Entrepreneurship Within The Large Corporation

This course is designed to help students bridge the gap between small business management (entrepreneurship) to acting as an intrepreneur within a large business or corporation (intrapreneurship). The focus is on how to utilize the skills learned in the small business program and apply them within the larger business.

BUS2B4 International Trade

This course is designed to introduce the student to import and export procedures and how they may be applied to small businesses. Some of the topics covered include international marketing, sourcing foreign suppliers, local market research, import/export documentation, researching export markets, and transportation.

BUS320 Organizational Behaviuar - Theory

The student will demonstrate through class discussions and in written assignments his or her knowledge of organizational behaviour including decision making; conflict and conflict resolution; behavioural techniques; motivators; ethical awareness; and equity considerations and implications.

BUS321 Financial Management

This course covers the goals and functions of financial management within the Canadian business environment. The major topic areas include: techniques of financial analysis; forecasting; leverage; working capital management; short-term financing; and international financial management.

Prerequisite: ACC100 and ACC117 or ACC102.

BUS324 Conadion Business Policy and Strategy

This course covers policy formation and strategic planning and its relationship to the business organization. The course will analyze the Canadian business environment with respect to legal, political, economic and social constraints. Students will discuss social responsibility and business ethics in detail.

BUS326 Foculty Directed Research I

The primary purpose of this course is to ensure that the student maintains or enlarges his or her knowledge in the discipline, as taken in previous semesters, and develops the self-discipline required to work without close supervision. The student works with a member of the faculty to decide upon a major project in the student's area of expertise, which the student carries out as an out-of-class assignment, using the faculty member as a guide and resource person. Most students work as consultants to small companies, using the fall semester to gather background data.

Prerequisites: ACC203, 204, 205, and 222.

BUS327 Foculty Directed Research II

This course provides an understanding of and practical applications for the dBase III+ software programme as it applies to the management and manipulation of large amounts of data. The course also extends the student's experience in the case study method of problem-solving, by having the student research and discuss business-related problems with owners and managers of small business.

Prerequisite: BUS326.

BUS334 Monoging Organizational Behaviour

Using case studies and classroom simulations, the student will demonstrate his or her ability to analyze, strategize and direct situations within organizations which call for motivational skills, change skills, communication skills and leadership skills.

Prerequisite: BUS320.

CAD203 Computer-Aided Design I

After initial theory lectures, the student follows an individually-paced program in the form of modular projects using the AutoCAD application. Topics covered include basic 2D principles, block and file management.

CAD213 Computer-Aided Design II

Continuation from CAD203. Students are introduced to further advanced features of the AutoCAD product.

CAD231 Computer-Aided Drafting

The student will be introduced to Computer Aided Drafting using AutoCad, and will learn to create a drawing, edit, erase, redraw and restore same. Other topics covered include magnifying, reducing, plotting, creating circles, orcs, ellipses and tangents, and create title blocks.

CAD3640 Computer-Aided Drafting II

This is a continuation of CAD231, with emphasis put into the drawing of a subdivision, transposition and translation of items within the drawing.

CAM100 Photomechanical Reproduction

Basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, line line and halftone negatives, application of filters and panchramatic film and making photographic contacts and duplicates. Film is processed manually and in film processing machines. Theory includes that of photographic lenses, light sources, film emulsions and processing chemicals. Separations for process colour are introduced.

CAM200 Photomechanicol Reproduction

Advanced course in halftone photography using lith and rapid access film and processors and including the operation, maintenance and control of film processors and use of reflection, transhission and percent dot densitometers. Also covered are the calibration of various types of contact screens to camera and processing conditions, making duotones and other special effects, the use of exposure computers, set-up of automatic/computerized camera controls, and further study of colour separation procedures using o colour scanner.

CAM300 Photomechanicol Reproduction - Tone Reproduction

This course covers the study of tone reproduction for printing processes, including the manipulation of tones, the characteristics of the press, paper, plate, film, processing conditions and the copy to achieve optimum reproduction on the printed sheet. Practical application includes the use of process cameras, enlarger, contacting and other equipment, densitometers and film processing machines.

CAM335 Photomechanicol Reproduction - Colour Sconner and Flotbed Colour Repro

This furthers the study of process colour reproduction for the printing processes including the negatives, halftone screens and letrosets Colour Studio. A quorter of the course is lecture and theory study. Individual studies include using the equipment to produce assignments as directed by the instructor.

CAM534 Process Camera Operation

This course covers the operation of the process camera, horizontal and vertical, manual and computerized. Theory of film emulsions, light sources, processing solutions and photographic lenses is emphasised.

CAM547 Photomechanicol Reproduction

A basic course for black and white prosess cameras, covering the operation of various types of graphic arts cameras and related darkroom equipment for the negatives, halftone negatives and duotones. The course includes the use of contact screens, film processors, and colour scanners.

CAR500 History, Regulations, Health and Safety

Familiarizes the carpentry student with trade history and current regulations and develops o working knowledge of safe use of equipment, safety procedures, rigging and emergency first aid.

CAR501 Materiols and Supplies

A study of materials commonly used in construction by carpenters. Both synthetic and natural materials are examined, including plastic laminates and camman woods. This course also looks at rough and finished hardware and adhesives.

CAR502 Plans, Specifications and Codes

A study of fundamental drawing techniques, including symbols, dimensioning, and line types. A series of instrument drawings are developed. Interpreting and understanding of the Ontario Building Code.

CAR503 Estimating, Colculations and Layout 1 (Basic)

Fundamental laws and methodology of basic construction layout and geometry. Calculations entail a working knowledge of whole and decimal numbers, fractions, decimal conversions, decimal feet, metric system, calculator use, roots and exponents, Pythagorean Theorem, perimeter, area and volume, and percentages.

CAR504 Hond and Power Tools

Carpentry students learn proper selection and use of hand and power tools while performing a series of woodworking projects.

CAR51B Plans, Specificotions and Codes II

The carpentry student interprets and draws fundamental residential blueprints.

CAR519 Intermediote ECL 2

This course covers the application of basic geometry methods with respect to roof developments. Students estimate quantities of materials from plans in order to develop the ability to itemize materials, unit costs, and total costs for a simple job.

CAR520 Residential Construction

This course covers the development of residential house construction techniques from the ground up, with constant reference to the Ontario Building Code.

CAR533 Commercial Construction

This course features the development of commercial construction techniques according to the Ontario Building Code.

CAR534 Advonced ECL 3

Following CAR519, this course is a further development of technical descriptive geometry that enables the student to solve related problems in the construction industry.

CAR535 Commercial Construction

This course covers the development of commercial construction techniques from concrete forms to acoustic ceilings.

CARE900 Communicotions

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and nonverbal communication along with the effective use of English is emphasized.

CARE901 Biological Needs

Students will be introduced to normal body processes and physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

CARE903 Social and Emotional Needs

This course examines the basic social and emotional need of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

CARE908 Personal Core

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of personal care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

CARE909 Activation and Ambulation

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practice. Students learn how to apply these skills in a variety of situations.

CARE910 Clinical 3

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status are eligible to apply for exemption from this course.

CC500 Support Group

Twenty unemployed workers age 45+ meet daily in a workshop. With a career counsellor as facilitator, they examine and discuss the effects of unemployment, conduct self-assessment exercises, examine skills and accomplishments and put career opportunities into perspective. The group provides an opportunity, through sharing and group problem-solving, for participants to gain confidence while working through their own mid-life career issues.

CC501 Vocotional Exploration

Each of the twenty participants benefits from vocational assessment which includes examining interests, attitudes and personality. Blended with this approach is instruction in conducting vital career research using career resource centres and career libraries in the city. The objective is to focus on available career and lifestyle options using a variety of proven and creative techniques.

CC502 Job Search Techniques

Each of the 20 participants becames involved in preparation for re-employment, which includes consideration of a career change. A priority is refining and improving the tools necessary to successfully market oneself: preparation of resumes and supporting written material, and conducting employment and information interviews.

CC503 Community Resources

To prepare for re-employment or plan for retirement, requires an awareness of opportunities. Participants focus of life skills, how to handle employment and leisure time through exploration of personal values. Community, cultural, educational and recreational resources are explored. A one-day outing is encouraged which is planned by the group.

CCN400 Critical Care Nursing Theory and Lab General

This course provides core nursing theory and skills essential for the registered nurse caring for a critically ill patient. Nursing skills are practised in classes and clinical settings.

CCN401 Critical Core-Pothoterapeutics

Content is based upon the core concepts of biodynamics, stress, adaptation, deviations in relation to the vital systems.

CCN402 Critical Core Nursing - Practical - General

This course provides for the clinical application of theory and skill obtained in critical care nursing.

CCN403 Critical Core Nursing - Theory - Advanced

Focus in this course is upon the development of the knowledge and skill necessory for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting.

CCN404 Critical Core Nursing - Practical - Advanced

This course provides for the clinical application of theory and skill obtained in CCN403.

CD1000 Life Skills I

Life Skills stresses interpersonal communications and promotes the development of a well rounded person. Working with a certified life skills coach in small group sessions, the following topics will be covered: goal setting, assertiveness, coping with stress, sexuality, interpersonal relations and dealing with anger.

CD1010 Life Skills II

This course is a continuation of CD1000. Further to covering basic life skills topics, life skills topics raised by the students are addressed.

CD1020 Communications Skills I

This course prepares the student to implement a job search program. topics covered are; information interviewing, application forms, letters of application, resumes and employment interviews. Students are exposed to a variety of computer software as part this course.

CD1030 Communications Skills II

Building on the material covered in CD1020, this course stresses success in the workplace by addressing topics such as: verbal and non-verbal communication, following instructions and getting along with co-workers.

CD1040 Mothematics Skills I

This course has o consumer orientation and covers; basic arithmetic operations, solving simple mathemotical problems, budgets and banking.

CD1050 Mothematics Skills II

This course is a continuation of CD1040.

CD1060 Fitness I

This course is designed to promote regular exercise, better eating habits and good personal hygiene. Students will participate in a number of indoor and outdoor sports activities.

CD1070 Fitness II

This course is a continuation of CD1060 and involves further participation in activities.

CD1080 Vocational Skills/Assessment I

This course is geared to meet individual interests and abilities to identify a realistic career plan. Each student will participate in extensive vocational assessment and testing and job shadowing.

CD1090 Vocational Skills/Work Placement II

This course focuses on: completing a realistic career plan, learning about workplace safety and legislation and completing at least one work placement relevant to the student's career plan.

CER107 Ceromic Technology

This course includes bath theory and projects, covering: origins and used of clay and related minerals; developing clay bodies and glaze composition; developing clay bodies for cone 10 and mineral fusion tests and loading and firing kilns.

CER122 Mould Making

This course covers plaster ratias and mixing; plaster casting; model forming for drain moulds and two piece moulds; positive and negative forms and moulds in flatware.

CER123 Hond Building

This course covers hard slab construction cubes, designing cutouts and negative and positive spouts and handles using hard slab, soft slab, extrusion forming, slips, sprigs and sgraffita techniques; coil pot forming and mattboard technique with previous jars.

CER157 Clay and Glaze Technology
This course covers line blends, utectic quadriaxial blends of glaze forming and controlling materials; ultimate percentage analysis of materials and glaze calculation; theory and practice on transparent cone 10 glazes and colour and opacified triaxial tests.

CER171 Throwing
This course covers forming bowls; spherical shapes, stocking bowls and free form bowls, foot shapes and proportions. Decoration includes brushwork, painting, oxides and slips, historical models and contemporary design. Also covered are: balance, tension, ten plates, repetitive forming, tea pots, lid types, handles, style and function.

CER172 Mould Making and Slip Casting
This course covers modelling, faring and carving plaster; exploration of planes/forms and shapes; three and five piece moulds; tiles, flat and sculptural architectural-frieze project and master block making for production.

CER173 Hand Building
This course covers bowls and platters; press moulds/bisque clay and plaster; coloured clays; inlays and slips; tiles and hand formed tea pots and earthenware terra sigilcata.

CER205 Ceramic Technology
This course covers development of low temperature clay bodies and glazes cone 06 to cone 6 range; casting clips; colour in clay; kiln maintenance, theory and practice and scheduled firing of kilns.

CER221 Ceramic Techniques
This course includes bath throwing and hand building. Topics covered include: sets, pouring vessels and serving containers, architectural wall project or space divider, site specific with choice of materials/technique and firing process.

CER222 Mould Making
This course includes designing a coffee or tea service, prototype development, lathing and model making and multi-piece moulding and casting.

CER223
See CER221

CER257 Ceramic Technology
This course includes developing mat and satin glazes for cone 10 by percentage analysis; coloured and textured glazes and kiln construction theory. All work is scheduled and fired by students.

CER271 Ceramic Techniques
Projects include: dinner service/cooking vessels; plates, multiple forms and shopline protect form evolution.

CER272 Mould Making
This course covers multi-piece moulding, animal figure forms and sculptural forms.

CER273
See CER271

CHEM513 Chemistry
This course deals with chemistry more specifically than students encountered in SC530. It includes basic concepts of matter, structure of the atom, structure of compounds, and chemical equations.

CHEM523 Chemistry
This course is the second in the series. It includes gases, solutions and colloids, acids and bases, chemical equilibria, and organic chemistry.

CHEM700 Chemistry for Pre-Health
This course introduces and emphasizes the chemistry necessary to understand how the human body works. The course material is designed to teach the basics of chemistry, especially as it relates to biology.

CHI102 Integrative Seminar
This seminar provides the student with the opportunity to share experiences in field placement and the issues pertaining to course work with a small, supportive peer group. Discussion of individual and common issues enables the student to understand how theory learned in the classroom relates to work with clients in the field placement.

CHI111 Intro to Psychology
A survey course designed to acquaint students with the major topics and ideas in general psychology and their relevance to child and youth care. Students will study how the brain works, explore why people dream, investigate cognition and thinking, and examine motivation. The emphasis in this course in on the nature of learning and behaviour modification.

CHI113 Therapeutic Activities
Students will learn how to plan, lead and evaluate good directed activities focusing on the promotion of the mental health of children through activities which develop their self-esteem, coping and social skills. Students will apply what they have learned by leading activities in their field placement in Semester 2.

CHI115 Group Dynomics
This is an experiential class which focuses on the importance and power of groups. The student will study their own processes to learn about communication and leadership styles, what constitutes a successful or non-successful group, trust building, phases of group development and constructive and non-constructive roles.

CHI118 Sociology
The focus of sociology is on socialization, culture, ethnic and race relations, what is considered deviant, and how societies attempt to control it. Student assignments include presentations about their own ethnicity, family traditions and spoken and unspoken expectations.

CHI122 Introduction to Child and Youth Care
This course is designed to introduce the new student to the field of Child and Youth Work Care. Essential skills, responsibilities and duties of the Child and Youth Worker will be identified and explored.

CHI132 Psychopathology
This course is designed to assist the students in identifying behavioural, emotional, or thought problems serious enough to cause a young person distress and/or impinge on their ability to function as expected. The student will learn to understand, manage and predict behaviours stemming from psychiatric problems that clients display.

CHI200 Family Process
This course introduces the student to the developmental stages that a family experiences during its lifetime. A systemic approach will be used as a framework to explore the stages of the family life cycle. Course time is dedicated to the unique aspects of Child and Youth Work within the family model.

CHI201 Adolescent Development
This course will acquaint the student with basic developmental information as well as current research regarding adolescents. The student will also develop some insight and skills that will be helpful when working with adolescents in care.

CHI206 Human Sexuality
This course develops in the student an understanding of relevant information/research relating to human sexuality; the ability to discuss, with greater ease, issues related to human sexuality; an awareness of the diversity of viewpoints and values in the area of sexuality while respecting the opinions and rights of others; and an ease in discussing issues relating to sexuality with clients.

CHI207 Working with Families
This course studies the responsibilities and purpose of family life and explores aspects of dysfunction within a family system. A systemic approach will be utilized as a basis for understanding the origins of dysfunctions and the need for intervention to promote healthy family development. The student will examine the possibilities and options relating to family relationships along with the stresses most families will encounter.

CHI212 Child and Youth Care Methods II
In this course, the student will continue to be aware of individual growth. The course will focus on understanding one's own behaviour in interacting with clients as well as understanding the client's behaviour. The course aims to develop the student's ability to articulate, demonstrate and document a clear and rational treatment perspective.

CHI213 Integrative Seminar
See CHI102

CHI300 Values, Ethics & Professionalism
In order to become successful Child and Youth Workers, the students are encouraged to examine the complex and often conflictual issues present in the field of mental health. Through class discussions, written assignments, presentations, etc., the students study existing codes of behaviour and are encouraged to explore their own ethical and professional positions as they relate to their chosen field.

CHI305 Integrative Seminar
See CHI102

CHI319 Legislation and Social Issues
In this course, the student will become familiar with the Child and Family Services Act (1984) and the relevant sections of the Education Act, discussing the impact of the pertinent pieces of legislation and learning how to work within the legal framework to continue advocating children's and adolescents' needs and rights. The course will also provide the student with the opportunity to confront a social issue in depth and to determine what is being done to address it.

CHI331
See CHI132

CHIR107 Chiropodial Therapeutics I
This course is intended to provide the student with the theoretical background necessary for practical experience. Course content includes: various methods of sterilization, chiropodial materials, foot examination, and pharmaceuticals used for treatment.

CHIR110 Emergency Care
This course is designed to give the student the knowledge and skills necessary to effectively respond to the various emergency situations which might be encountered in the practice of Chiropody.

CHIR115 Chiropodial Therapeutics II
This course offered in semester II of the Chiropody program consists of lectures and tutorials. It will complement the semester II podology course in dealing with the treatment of the conditions affecting the superficial tissues and nails.

CHIR215 Physical Therapy
The student will be introduced to various physical therapy techniques used in chiropodial practice. The physics, indications, contraindications and method of application will be discussed.

CHIR305 Research Methods
The student will achieve an understanding and appreciation of the role of research in the Health Sciences, specifically Chiropody. By incorporating the principles of research methods, the student will be able critically evaluate a research paper.

CIV221 Municipal Services II
This course looks at the Rational Method of storm and sanitary sewer design, water distribution system, subdivision design; methods of construction, engineering design records, the design profile, engineering construction drawing and specifications; intergovernmental relations, responsibilities and regulations.

CIV222 Highway Technology I
The student will learn about soil types, visual and tactile identification, routine laboratory tests for identification and control of materials; placement and compaction of imported materials; excavation and construction procedures as related to in-situ conditions. Basic introduction to asphaltic materials and definitions of flexible and rigid pavement.

CIV230 Reinforced Concrete Design II
This course covers the basic design and drawing of columns and foundations in accordance with Ontario Building Code, CSA-A23.3-M84 and the limit state design theory. It looks at general requirements and specifications, reinforcement details, introduction to engineering and placing drawings and bar lists. There is a columns and foundations project.

CIV231 Municipal Services I
Fundamentals of hydrology, precipitation, infiltration, run-off, ground water, methods of calculating run-off, open channel flow and channel types are studied. Included is an introduction to urban systems, the road system hierarchy, storm systems, sanitary systems and watermain networks.

CIV232 Highway Technology I
This course looks at highway classification, traffic characteristics, highway location, geometric design factors, highway capacity and level of service, design of horizontal and vertical alignment, and cross-section elements.

CIV233 Plane Surveying I
Basic surveying techniques applied to topographical surveys and highway construction surveying are learned. These include geodetic surveying, trigonometry, levelling, loop levelling and adjustments, instrument testing, traversing and adjustments, latitudes and departures, triangulation, tachometry, route locations, and fundamentals of highway construction and layout surveying.

CIV241 Structural Steel Design II
This course covers design and detailing in accordance with CSA-S16.1-M89, limit state design methods and CISC standards for beams, columns and connections. It introduces engineering, erection and fabrication drawings of floors, column schedules and elevations.

CIV243 Plane Surveying IV
This course introduces advanced surveying techniques pertaining to control surveying and engineering construction surveying methods: electronic measurement, 2 peg and 3 wire levelling, land acquisition surveying, parallel and irregular offsetting of line, and rectangular co-ordinate grid systems.

CIV245 Quantity Surveying and Estimating
This course introduces quantity surveying and estimating, including the role of the quantity surveyor/estimator, tendering, methods of measurement, division 02, excavation, division 03, concrete, division 05, metals.

CIV303A Highway Technology III
Included in this course are: design and drawing of a flexible and rigid pavement structure following established methods; asphalt technology (sources and properties of materials, aggregates, mix design, production and quality control, test procedures); geotextiles, drainage and stabilization.

CIV310 Reinforced Concrete Design III
This course covers the basic design and drawing in accordance with the Ontario Building Code and CSA-A23.3-M84, based on the limit state design, of retaining walls, basement walls and shear walls. Analysis of continuous and two-way slabs using a handheld calculator and computer solutions is included.

CIV312 Municipal Engineering Planning
The student will learn about the municipal planning process as extended from the design of municipal servicing systems to the design of communities; population projections, land use classifications, the Planning Act, the official Plan, zoning regulations, existing features and site analysis, population densities and distribution, neighbourhoods and components, and the community plan.

CIV314 Soil Mechanics and Foundations I
This course looks at subsurface explorations: purpose, planning, common types of boring, sampling, testing ground water measurement, engineering properties of soils (cohesive and non-cohesive materials), engineering properties of rocks and ground water and associate phenomena.

CIV321 Structurol Steel Design III
This course covers the design and drawing of law-rise structures in accordance with CSA-S16.1-M89, limit state design, CISC Standards, Ontario Building Code and National Building Code specifications. Structural and snow loads, wind and earthquake forces, vertical and horizontal braoing, fabrication drawings and bill of materials are studied.

CIV323 Transportation Planning
A study of the various modes of transportation available within the urban complex. Systems, modes, capacity and control are examined with experts in their field. Agencies studied include; Metro Toronto Department of Roads and Traffic, Ontario Ministry of Transportation, Toronto Transit Commission and Pearson International Airport.

CIV324 Soil Mechanics and Foundations II
This course looks at shear strength theories, Mohr-Columb theory, bearing capacity of shallow foundations; earth pressure, retaining walls, open cut excavations, deep foundations, design and capacity. Sheet piping, cofferdam safety are reviewed.

CIV325 Construction Management II
Covered are estimating costs of construction and rental equipment; analysis of prices and comparative method of pricing; specification interpretation; procedures for preparing construction contracts, documents and drawings comprising contracts, building and negotiating contracts, construction law; construction cost accounting; inspection tests, quality control, construction safety, records and reports, project close-out, claims and disputes.

CIV354 Sonitary Technology
This course looks at sources of water supply, surface, groundwater, reliability of source of supply, classification of conveyors, site selections, site preporation, watershed control, dams; water supply, forecasting population, planning and zoning; water treatment: sewage treatment, activated sludge, extended aeration, waste stabilization pond, and tertiary treatment.

CIV363 Mathematics (Calculus)
This introduction to statistics looks at probability, central tendency and graphing data.

CLIN114 Clinical Skills I
This course is intended to provide the framework whereby the student will gain necessary manual skills to function effectively in the clinical environment. Antiseptic precautions, nail care and scalpel technique will be discussed.

CLIN115 Clinical Skills II
This 152 hour course in semester II of the Chiropody program is designed to develop the students clinical skills, and will continue from the clinical skills I course.

CLIN205 Clinical Skills III
This 135 hour course in semester III of the Chiropody program is designed to develop the students clinical skills, and will continue from the clinical skills II course.

CLIN215 Clinical Skills IV
This 300 hour course in semester IV of the Chiropody program is designed to develop the students clinical skills, and will continue from the clinical skills IV course.

CLIN305 Clinical Skills V
This 180 hour practical course in semester V of the Chiropody program is an extension of the Clinical Skills IV course.

CLIN316 Clinical Skills VI
In addition to clinical training at Toronto General Hospital, the student will experience field placement in clinical settings throughout Metropolitan Toronto and/or the Province. The student will work in co-operation with established chiropodists.

CO231 Building Construction II
Studied are load bearing masonry, curtain walls, roof systems floor systems, timber framing structural steel, exterior finishes and reinforced concrete.

CO232 Contracts and Specifications
This course looks at construction contracts: on entering into a construction contract, general conditions and construction specifications generally.

CO233 Building Construction I
This course introduces deep foundations, piles, caissons, explosives, formwork and hoisting equipment.

CO234 Quantity Surveying I
This is an introduction to quantity take-off, Canadian Institute of Quantity Surveyors format, blueprint reading, masterformat, divisions, outline specifications, simple sub-structure, and wood frame superstructure take-off. Application of quantities to Latus 1 2-3 or other electronic spreadsheet is included.

CO235 Mechonical Installations
The student is introduced to water and sewage disposal, storm drainage, pipe sizing, traps, foil, piping materials, couplings, joints, water pressure, plumbing layout, principles of heating and air conditioning, calculations for humidity, relative humidity, ductwork dampers, diffusers and pollution control equipment.

CO240 Quantity Surveying II
This course introduces quantities: soils, grading superstructures, masonry, and steel. Advanced blueprint reading is studied, as well as bills of quantities and an introduction to pricing.

CO243 Electrical Installations
This course looks at electrical equipment; principles of lighting; types of fixtures and wiring; transformers; flood lighting; underfloor duct and distribution systems; interpretation of electrical drawings at simple circuitry and lighting layouts.

CO306 Building Economics
This course covers estimates from concept to completion; principles of cost control; determining budget costs from sketch drawings; cost comparisons of various shapes, sizes and building heights; different materials. It also includes comparisons of life cycle costs with the initial costs, sources of cost information and price indices, and market analysis.

CO309 Construction Law I
In this course the student achieves a basic understanding of legal principles and practices related to construction. Topics include the Canadian legal system, laws of Contract, construction contracts and construction bonds. Particular emphasis is place an standard industry documents.

CO310 Construction Methods I
This course covers physical characteristics of soils, classification, hydraulic properties, dewatering, embankment construction and control, and excavations and supports. Site planning and preparation, ground improvement and earth structures, controlled fill, and surcharge techniques are also covered.

CO311 Quantity Surveying and Estimating I
This course offers advanced quantity take-off with computer application; introduction to pricing unit costs, detailed estimating masterformat divisions; total building take-off (architectural); introduction to labour pricing, including productivity constants, first principles and estimate summary sheets; preporation of tender submission.

CO312 Construction Monogement I
This course covers: management (owner, contractor, and designer relationships); planning (contractors' and job organization charts, scheduling); critical path method; control (progress evaluation and management reporting) and land development (analysis of industry from land acquisition through issuance of building permits, codes, by-laws and planning acts).

CO319 Construction Law 2
This course continues to explore legal issues related to construction. The main topic of discussions is the Construction Lien Act. Standard Project Close-out procedures and arbitration are also explored.

CO320 Construction Methods and Equipment
Covered in this course are shear strength, bearing capacity, shallow foundations, deep foundations, slopes, retaining structures and excavations.

CO321 Quantity Surveying and Estimating II
This course looks at computer applications in quantity surveying.

CO322
See CIV325

CO367 Ontario Building Code, Part 3
Introduction to Part 3, including: building classification, separation ratings, sprinklers, provisions for fire fighting, lighting and emergency power, exiting, health requirements, and barrier free requirements.

COLR101 Colour Analysis
By means of visual experiments, short lectures and discussions, students will learn the language of colour. They will discover how colours interact, the psychology and symbolism of colour, colour harmonies, the seasonal approach to colour and colour in clothing. The student will then be able to apply this knowledge to specific colour-related problems in fashion design.

COLR102 Colour Theory I
This course is an introduction to the study of colour systems based on scientific principles of light and colour. Different concepts and theories are explored. Emphasis is given to aspects of colour in visual communications, including physical, optical and psychological properties.

COLR112 Colour Theory II
This course continues the exploration of colour through the use of a variety of materials and techniques such as paints, inks, dyes, paper, photographs and fabrics. The course deals with colour harmonies, intensities and values. The student is encouraged in the exploration and discovery of the sensory and the emotional impact of colour on human behaviour and is made aware of new colour technologies which are available to visual communicators.

COMM103 Communication I
This is a first semester course common to all post-secondary programs at the college. Covers the basic areas and generic skills upon which students will build in later communication courses. The student will identify, acquire and assimilate information from various sources. The English for Academic Purposes sector of this course is open to English as a Second Language students who are in need of remediation.

COMM107A English for Academic Purposes
This course is designed to introduce the student to essential communications skills required in order to succeed in their chosen college program and professional career. It focuses on major skills required for effective learning and communicating. Emphasis is put on the needs of second language speakers through concentration on writing and speaking skills.

COMM120 College English
This is a course common to all post-secondary programs at the college. The basic areas and generic skills upon which the student will build in later communication courses include developing study skills, research, critical thinking, language and relating. The objectives of this course are to assist the student to identify, acquire and assimilate information from various sources; to interact with individuals and groups in a civil, productive and co-operative manner and to think critically; and to develop rational arguments.

COMM122A English for Academic Purposes II
This course continues the English skills developed in COMM107.
Prerequisite: COMM107.

COMM123A English for Academic Purposes III
This is the final course for students who do not have English as a first language. It covers the skills discussed in COMM107 and COMM122.
Prerequisite: COMM122.

COMM124 Academic Writing
This course explores the techniques necessary to interpret primary documents and to write secondary documents. Students will acquire the skills to produce academic essays.

COMM125 Technicol Writing
This course introduces the student to the fundamentals of technical English. By examining vocabulary and using selected formats of technical writing, the student learns the basic principles of effective professional writing.

COMM126 Business Writing
The student will study the basic principles of effective written business communications; learn how to format business letters and memos; and develop an understanding of the strategic skills required to become an effective business writer.

COMM127 Field Writing
The student will learn how to create effective letters, reports and memos. Much of the emphasis will be on taking observations and determining the different between fact and opinion.

COMM128 Word Power
This course is designed to introduce the student to the skills that will improve the student's vocabulary and spelling. The student will learn word roots, suffixes and prefixes, and working rules for spelling.

COMM129 Speaking Out
The student will be shown the skills that are needed to speak publicly, focusing on the different types of speaking and giving the student the skill and confidence to speak in front of people.

COMM130 Reading Effectively
This course will teach the student the skills that will enhance the student's reading capabilities, with an emphasis on perceptual, reasoning and writing skills. The student will be making use of a wide variety of source material, using the four modes of reading.

COMM131 Report Writing
This course introduces students to the effective writing of informal and semi-formal reports. Students will learn how to format these frequently-used forms of business reports and develop an understanding of the strategic skills required to present information in logically-ordered segments.

COMM132 Communications Theory
This course will aid the student in understanding of the communications process and how to develop strategies to enhance their own communications copabilities as well as perceptual, reasoning and interpersonal skills. The student will examine the background and development of communication theories.

COMM133 Writer's Workshop
This course is designed for students who wish to study writing at an advanced level. In a workshop setting, students will write, read, edit, and discuss a variety of work. Using their own work, that of classmates, as well as outside material, students will be introduced to several genres of writing. These may include some combination of fiction, journalism, poetry, personal essays and drama.

COMM134 Critical Thinking
This course focuses on logic. Logic is concerned mainly with the correctness of an argument in which a conclusion is put forward on the basis of premises. The mastery of logic is necessary for clear thinking and argument. The student will learn the ability to assess critically what is heard and read.

COMM135 Advanced Grammar
This course builds on all areas of basic grammar and punctuation. You will study the correct use of person and tense, modifiers, parallelism, syntax and diction — plus sentence variety and emphasis.

COMM136 Job Search
This course is designed to familiarize the student with the process of obtaining employment. The student will learn how to research employers, prepare o job search package and prepare for interviews.

COMM137 Formol Presentations
This course focuses on relating, expressing and reasoning skills in meetings and an presentation skills in a professional setting. The student will demonstrate the ability to run and participate in effective meetings. In addition, the student will prepare and deliver a formal oral presentation in a format designed for a professional setting.

COMM138 Persuosive Writing
In this course the student will gain skills in the art of persuasion and expertise in applying those skills to business letter writing, report writing and case analysis. The student will identify the differences in rhetorical argumentation and persuasion and will critically analyze and determine the efficacy of that persuasion in several pieces of writing.

COMM139 Debating
Debating deals with the ability to present arguments that can be closely analyzed. It also entails the ability to think on one's feet. The student will learn what is required for a well reasoned argument and now to defend the position.

COMM140 Formol Reports
This second-year course builds upon the expression, acquiring, reasoning and relating skills developed in the core and second semester courses. The student will use research, reasoning and writing skills to produce an 8 to 10 page research report in their field of study, demonstrating that research materials can be accessed and used, that information can be organized and that findings can be clearly expressed in a well-written report using a standard format.

COMM503 Communications and Office Protocol
This course emphasizes the writing of clear, concise and grammatically correct business correspondence and effective oral and customer liaison skills. A further feature is technical report-writing dealing with computer technology.

COMM520

See COMM120

COMM522 Langauge and Communication
The course will cover a general review of writing skills including grammar, spelling and punctuation; business writing including memoranda and different types of business letters; report writing and oral presentations. Reading research and job search skills will also be covered.

COMP104 Computer Literacy for Desktop Publishing
A brief introduction to micro-computer terminology and concepts. DOS discussed as an operating system. A discussion of directory and file organization. DOS used to create and manipulate directories and files.

A discussion of word processing and its uses in business and desktop publishing. A DOS version of a word processor used to demonstrate file preparation for desktop publishing.

Discussion on spreadsheets and their business uses and importing into desktop publishing. A DOS version of Lotus 1-2-3 used to show how to create simple Lotus files, graph them and print both the spreadsheet file and the graph file. Saving the file for importing into desktop publishing.

The development of Windows os on operating system and o repeat of the activities previously executed in DOS, e.g. directory creation and manipulation, copying and moving files and directories. Basic control's in Windows.

COMP114 Traditional and Electranic Type Assembly for DTP
This course combines manuol assembly, basic Macintosh PageMaker, and imposition using Aldus Presswise. Small projects are executed using PageMaker software which are then spot colour separated, printed and, in some cases, assembled manually. Prepored files are then imposed using Presswise software. Projects range from o simple one-colour postcard to advonced camera-ready artwork using embellish overlays to show the difference between manual and computer colour break.

COMP215 Introduction to Desktop Publishing (IBM/Ventura)
After an introduction to WordPerfect and sufficient DOS to facilitate the learning of Ventura, the student learns to create style sheets appropriate to different work. The layout and typography of newsletters, brochures and direct-mail material is included.

COMP217 Introduction to QuorkXpress
This course covers Macintosh basics, including system components, image quality, file organization and manipulation, and use of other software. Students are introduced to measuring systems and concepts peculiar to desktop publishing, typography, and page design. QuarkXpress is a recognized, professional-level program for page layout, typographic options and the integration of other program files. This course provides hands-on experience with QuarkXpress.

COMP319 Page Layout and Typography for Desktop Publishing (QuorkXpress)
This course traces the origin of various typographic conventions and modes, instructing students in current and traditional practices. Students give construction criticism of professionally-produced work and class projects. QuarkXpress is used to produce tickets, leaflets, and mailing labels, and students will deal with features such as master page construction and the use of templates.

COMP322 PageMoker - Document Production (IBM or Mocintosh)
Involves activities learned in COMP514A, but concentrates an different forms of composition. Students learn to format basic typographic concepts such as fonts, sizes, kerning, indents for newsletters, forms and reports using word processing content. Drawing software is used to create simple line art illustrations to be imported and integrated with the text.

COMP325 Venturo Publisher (IBM)
The production of formatted documents is the main thrust of this course. Students use files generated in word processing software and get assignments that require automatic indexing, frame anchoring, automatic content page generation. Information and illustrations will be imported from other software and HP Scanjet. Includes an introduction to Corel Draw.

COMP505 Traditionol and Electronic Type Assembly for DTP

See COMP114

COMP512A Typography Terms and Concepts
The student will tour the Printing Technology Department to gain a fundamental understanding of where typesetting fits in the overall system of graphic communications. The basic fundamentals of type production will be presented involving terminology and concepts, measuring systems and modes of typesetting such as justified, flush left, right, quad centre, dot leader and tabular. These concepts will be related to desktop composition to show where terms and concepts are re-used in the new technology.

COMP514C PageMoker (IBM or Mocintosh)
Rough ideas of various page layouts are converted to screen representations. Duplication and resizing of elements of the design is covered. Word processing text is integrated and modified as required. Storing and recalling material procedures are covered. The objective is for the student to become competent with most aspects of an icon-driven system.

COMP515B PageMoker - Document Production (IBM or Mocintosh)
This course involves activities learned in COMP514 but concentrates on different forms of composition. The student will learn to format newsletters, forms and reports using content prepared with a word processing system. Drawing software will be used to create simple line art illustrations to be imported and integroted into the text. The student learns to use resident software to conduct spell checking, learning and other editorial and typographic monogement systems.

COMP51B Computer Graphics/DeskTop Publishing II
The student will learn the Adobe Illustrator software as the major part of this course, with Quork X-Press software also explored. The student is encouraged to use the Mocintosh computer to complete projects in other subject oreas.

COMP519A Page Layout and Typography for Desktop Publishing
This course traces the origin of various typographic conventions and modes and instructs the student in both current and traditional foshions. The student will constructively criticize professionally produced work and class projects, using their EDC skills to produce a wide variety of layouts, including tickets, leaflets, mailing lobels, newsletters, financial statements and reports.

COMP520 Introduction to Desktop Publishing (IBM/Ventura)

See COMP325

COMP525 Introduction to Printing Processes
This course will provide the student with on overview of the printing trades. Lectures and demonstrations cover the major printing techniques, with instructors in different production areas presenting their specialities. Subjects covered include typesetting/desktop composition, camero/plate surface preparation, letterpress printing, lithography, grovure/flexography and binding and finishing.

COMP526 Computer Graphics/DeskTop Publishing I
The student will be introduced to the Macintosh operating system and software. Microsoft Word (word processing), Super Paint (graphics), and Adobe Illustrator software is tought.

COMP508 Computer Literacy for Desktop Publishing
See COMP104

COMP529
See COMP317

COMP531 Copy Preparation
This course consists of providing the basics of preparing camera ready copy though the medium an conventional paste-up techniques. A significant portion if comprised on the components of Electronic Desktop Publishing Techniques. The procedures of how to handle computer hardware and software is made an important portion of the course.

COPY305 Creative Copywriting II
In this course, the student more fully develops ideas, concepts and creative copy. The student works individually and in groups to write copy relating to graphic design in signage, packaging, P.O.P., brochures, reports and advertising in various media, such as television, print, and radio for national and retail markets.

COPY315 Creative Copywriting III
This course focuses on the perfecting of writing techniques and communications skills. Emphasis is placed on portfolio pieces, presentation style, letter writing, resume preparation and competitions.

CORP201 Corporate I
This course formalizes and elaborates on the basic rules of design as they apply to carporate design. The research, design and application of the symbols ar logos to various formats such as letterheads, signage and publication are explored. Emphasis is placed on typography and its application to solving design problems.

CORP211 Corporate II
This course continues to formalize and elaborate on the basic rules of design as they apply to corporate design. The research, design and application of symbols or logos to various formats such as letterheads, signage and publication are explored. Emphasis is placed on typography and its application to the solution of design problems. The student concentrates on the creation of a corporate identity appropriate to a specific target audience for a client's products or services.

CORP305 Corporate III
This course continues to concentrate on the successful creation of corporate identity appropriate to a specific target audience for a client's products or services. The research, design and application of symbols or logos to various formats such as literature, retail, packaging and product are explored. Emphasis is placed on typography and its application to the solution of design problems. The student works through the entire design process from client contact to strategic concept development, through research and design to final production.

CORP315 Corporate IV
This course continues to concentrate on successful creation of corporate identity oppropriate to a specific target audience for a client's products or services. Emphosis is placed on computer technology for type modification, placement and layout. The student works through the entire design process from client contact to strotegic concept development, through research and design to final production.

CORP513 Corporate Design
The student will create symbols or logo types to project the desired corporate images. Attention will be given to typography, colour and form with equal emphasis on finished art and specifications for printing production.

CS200 Coordinating Skills
Through theory and practice, student will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, utilization (audio-visual, educational and social), the recruitment, training and direction of volunteers, supervision of field placement and agency liaison.

CUL400 Dimensions of Italian Cuisine
This course introduces the student to the cultural history of Italy, including a look at the geographic, linguistic, religious, and political history of the country, its art, orchitecture, music, literature and Italian life.

CW122 Humon Growth and Behaviour
This course provides an age/stage survey of the process of human development. Physicol, cognitive, emotional and social characteristics and needs of each stage are studied with a view to relating these differing characteristics and needs to creative community work.

CW126 Business and Administration
This course provides an introduction to office monagement, work organization and personnel practices in o community work context. Proposol writing and grant applications are examined.

CW131 Interpersonal Communication
This course is experiential and introduces the student to interpersonal communication skills. These skills provide the basis for future study in group dynamics and counselling.

CW132 Sociology
This course introduces basic concepts of sociology and applies them to social institutions, communities and small groups. An emphasis is placed on those phenomena most frequently encountered by community workers.

CW134 Field Preparation
Group discussion and speakers from the field help students develop goals and objectives for field work in semester 2.

CW135
See CW139

CW136 Political Science I
A study of political processes in the community as they affect the role and tasks of the community worker or community organizer. The first year is an introduction to political structures. The major divisions in society are identified, and their effects upon the political system are discussed.

CW137 Field Work I
Students in the Community Worker program work in field placements for half of their learning time, enabling them to learn new skills and become aware of community resources. Learning goals are clearly set and evaluated co-operation with the placement organization and college liaison.

CW138 Field Work Seminor I
The seminar provides a support and problem solving group for the student beginning field work, with a focus an the demands and tasks in the field.

CW139 Community Work Theory and Practice I
Students develop an understanding of community work models, methods and techniques. What community work is, why it is important, and how we can do it most effectively, are the key questions explored in this course.

CW140
See CW136

CW141 Group Dynomics
Processes in Facilitating Community Groups is tought through class discussion and experiential learning activities. Students will learn the skills of process observation which allow a group worker to intervene effectively in group process.

CW144 Humon Rights
An introduction to human rights issues, information, and skills.

CW223 Counselling
Students will learn to apply counselling techniques in a variety of situations, e.g. intake interviews, information and referral counselling, crisis intervention and supportive counselling.

CW241 Group Dynomics II
Following on CW141, this course functions os o "lab" for the practice of the skills of group development, facilitation and leadership.

CW243 Field Work II
A more intensive and extensive experience in the field is provided, involving more complex and independent tasks for the student. More opportunity for integrating theory, skill development and normal agency responsibility is provided.

CW244 Field Work Seminor II
Students will develop skill in evaluating their own practice using the feedback and support of the group to achieve this goal. Methods will include sharing of cases, discussion of staff relations and program evaluation.

CW245 Community Work Theory and Practice II
Role play, exercises, presentotions and advonced readings are used to further develop an understanding of the community worker's role and the implications of different community development strategies. The student is also sensitized to value and attitude differences as part of an analysis of the community.

CW246 Political Science II
Students will develop further understanding of Canadian political processes with special focus on the consequences of social policy for various groups. Modes of citizen participation in the political process will be discussed.

CW247
See CW243

CW248
See CW244

CW249
See CW245

CW250
See CW246

CWE401 Work Experience-Externship
The hospitality student will participate in an ongoing paid weekly work experience offered throughout the first 18 weeks of the program. This is complemented by a supervised externship in an Italian kitchen of international reputation in Italy, or by special arrangement in a quality North American Italian kitchen.

CWE402 Administrative Field Placement (4 Weeks)
This refers to a minimum requirement of 160 hours in-service training providing students with additional insight into the work of a Food Service Supervisor.

CWE402 Clinical Field Placement
Upon completion of the clinical-related courses (institutional menu planning, physiology and therapeutic diets), each student will be placed in a general hospitol for a two-week period to observe, assist and function as a clinical food service supervisor. Students will be evaluated according to competencies developed by the CFSSA and CDA.

DAY100 Infant and Child Development
This course examines the development of infants and young children from conception to adolescence. The areas of physical, cognitive-language and socio-emotional development will be examined at different stages of development, with particular emphasis on the role of the adult in fostering development. It is hoped that the knowledge gained from this course will serve as the foundation for the student's work in teaching young children.

DAY101 Interpersonal Communications
In this area of study, the student examines behavioural differences, causes, and methods of improving interpersonal communication skills.

DAY102 Principles of Day Care
This course is designed to study the Early Childhood Education environment, the role of the teacher, and programming for young children. Classes consist of lectures, group discussions, and demonstrations for four hours per week in Semesters 1 and 2.

DAY103 Health, Safety and Nutrition
This course is designed to provide the student with a basic working knowledge of the principles of health and nutrition.

DAY104 Creative Activities
This course is designed to enable students to become knowledgeable of their appropriate role as facilitators in early childhood creativity.

DAY105 Field Practice
This course is designed to provide the student with on appropriate supervised setting (Day Care Agency) where they con practice their theoretical knowledge of early childhood.

DAY106 Music and Storytelling
This course is designed to equip the student with a theoretical and practical knowledge of the importance of music in the preschool years. This course also introduces the student to the art of storytelling. The course will also discuss appropriate books to use with young children. The aim of the course is to provide the student with the necessary theoretical and practical experience of storytelling with children.

DAY107 Field Seminor
This course is designed to provide opportunity for students to reflect on and share field experiences.

DAY112
See DAY102

DENT104 Preventive Dentistry
This lecture and laboratory series outlines the etiology and clinical consequences of the major dental diseases.

DENT106 Dental Materiols I
This course is designed to make the student knowledgeable and competent in handling a wide variety of materials routinely used in a dental office.

DENT107 Dental Materiols II
The lectures in this course are designed to provide the student with an understanding of the chemical and physicol properties of dental materials and the relationship of these properties to the use of dental materials.

DENT109 Pre-Clinical Dental Radiography
Through a series of lectures, demonstrations, and clinical sessions the student will be instructed in the theory of radiation physics, hazards and protective measures.

DENT119 Dental Office Procedures
This course orients the student to a variety of office procedures designed to facilitate the efficient administration of a dental office.

DENT125 Crown and Bridge, Prosthodontic & Ceramics I
This course will provide the Dental Technology student with the principles of Crown and Bridge construction.

DENT126 Removable Partial Denture Casting I
This course will cover basic removable partial denture construction. The course will cover the following areas: Temporary, transitional and immediate acrylic removable partial denturers.

DENT131 Manipulation and Application of Dental Materials
This course introduces the student to the various materials that are utilized in the construction of complete dentures and removable partial dentures.

DENT206 Dental Health Education
This course is designed to identify the theoretical and practical approaches to classroom, group, and individual instructional sessions. The students will present dental health programs to various groups.

DENT209 Advanced Radiography
Through a series of lectures and slides the student will learn to recognize the normal and abnormal anatomic features in a patient X-ray series.

DENT210 Complete Dentures
This course is designed to have students apply the basic techniques required to construct complete dentures.

DENT211 Crown and Bridge
This course provides the Dental Technology student with the opportunity to learn the applied aspects of Crown and Bridge construction.

DENT230 Crown and Bridge and Ceramics III
This course will provide the Dental Technology student who has completed the Crown and Bridge component of the program, with the opportunity to learn the various aspects of Dental Ceramics Technology.

DENT234 Partial Dentures III
This course will cover all of the basic areas of removable partial denture construction. The setting and arrangement of teeth, packing and finishing is emphasized.

DENT238 Orthodontics III
This course covers the basic techniques required to fabricate removable and fixed orthodontic appliances.

DENT316 Community Dentistry
This course is designed as an introduction to the broad field of community health with emphasis on aspects of community dentistry.

DENT400 Science of Dental Materials
This course provides the student with an intense study of materials used in operative dentistry including amalgam, resins, cements, gold, and ceramics.

DERM300 Dermatology
The course is intended to provide the Chiropody student with an appropriate study of the skin and conditions likely to be encountered in practice.

DES101 Design
Projects cover the following topics: form and shape; positive/negative texture; line; harmony and dynamic tension, line in space proportion; weight/balance/scale; composition; symmetry/asymmetry concentration/focus contrast; value, shape, size and direction and one point and two point perspective.

DES103 Design Fundamentals and Concepts I
This course is an introduction to the basic principles and elements of design. Emphasis is placed on those principles and elements used in the fields of graphic design and advertising. The student will be encouraged in the use of right brain and lateral thinking techniques as applied to creative problem solving.

DES105 Design and Art History
This course is an introduction to the more prominent styles, individuals and groups in art, design, architecture and furniture which have affected the way in which designers see, understand and interpret things. It investigates the contributions which some countries have made to design. It includes elaboration on the philosophy, impact and personalities of some of the best designers, artists and illustrators in history.

DES110
See SIGN547

DES124 Design Fundamentals and Concepts
This course continues to investigate the basic principles and elements of design, including both 2D and 3D design. Emphasis is placed on those principles and elements used in the fields of graphic design and advertising. It continues to encourage the student to develop left brain and right brain lateral thinking techniques and to apply these thought processes to creative problem solving.

DES150 Design
This course covers rhythm and pattern, symbols, themes, motifs, drawing, rendering, mechanical colour theory and design exercises.

DES169 Design I: Layout
This course covers layout procedure for geametric shops and workshop drawings. The student then moves into one point perspective, learning relationships, 2D perspective principles, changes in eye level, finding accurate dimensions, centres diagonals etc. followed by 3D one point perspective, plotting accurately dimensioned boxes and building more complex shapes, using shop drawings to obtain two different views (vertical and horizontal) and drawing circles in perspective an 3D ring-like forms. There will be visits to any relevent exhibitions.

DES179 Perspective
In this course the student applies the perspective learned in DES169 to two point perspective; circles, slices, frames and rotation, and varying plan and elevations to obtain different views. The student also studies the theory, psychology and values of colour, how colour affects designs, works on specific practical applications, and prepares a project for enamelling. A variety of drawing skills and materials are covered, and practically applied in project and free hand drawing assignments at the Museum or Botanical Gardens. Art history will also be included.

DES200 Design and Colaur
The student is taught to develop an idea for a design from the thumbnail sketch to scaled sketches and final artwork, then to a project presentation. The effective use of design, typefaces, trademarks or logos and colour are studied. The study includes point-of-purchase signs and integrated sign systems for the smaller business, including location identification on store fronts, fascia, doors and windows, and trucks. Colour wheels are demonstrated to produce various colour combinations and colour schemes.

DES201 Design Studies
Projects include 3D tile design, colour and value review elements of three dimensional space and form planar suspended construction.

DES203 Design I
This course builds on the fundamental design skills. It stresses type, type mark-up and copyfitting. It encourages the evaluation and development of creative solutions to design problems through emphasis on conceptual thinking, thumbnails and working drawings. It focuses on design, type, layout and presentation of projects for print in such areas as posters, magazines, and annual reports.

DES223 Design II
This course further encourages the evaluation and development of creative solutions to various design problems. It emphasizes type (both display and text) mark-up and copyfitting. It focuses on appropriate design selection and the study of contemporary style. Creative thinking techniques are encouraged and are applied to a variety of 3D projects such as packaging and P.O.P.

DES251 Design Studies
In this course the student will develop portfolio and business design/image, exhibition invitations, business card, letterhead, resume, and photographic slides for portfolio.

DES269 Basic Design
Course covers: basic design (examining the elements of design); style and taste (including the four different categories of taste); and design history, which continues the study of design and art history through two personal research projects.

DES279 Design: Stone Rendering
Course covers; stone rendering (showing off the attributes of translucent and opaque stones), design; and design history. The student will visit the Spring Craft Show and produce two design/art history assignments.

DES307 2D Design I
This course concentrates on 2D design and the presentation of projects for the print medium. These include a variety of items such as posters, covers, product and promotional brochures. Emphasis is placed on developing creative solutions to design problems, enhancing image making and intuitive decision making.

DES309 3D Design I
This course concentrates on the design and presentation of packages, P.O.P. and environments. While the emphasis is on conceptual design and the development of professional presentation techniques, some projects require verbal presentation. Thumbnails, working drawings and marker comps are stressed. The student learns to use diverse colour systems to present designs in a professional manner ready for the portfolio.

DES317 2D Design II
This course continues its concentration on 2D design and the presentation of projects for the print medium. Emphasis is given to competitions and call-for-entries from various organizations. The student develops individual totem through a range of design projects which are suitable for portfolio material. The work program provides the student with the opportunity to experience an actual design studio environment.

DES319 3D Design II
This course continues to stress package and P.O.P. design with more market oriented solutions. It encourages imaginative and experimental approaches to 3D design in response to client environmental directives. Thumbnails, working drawings and marker comps are stressed. The student learns to use diverse colour systems to present designs in a professional manner. The student is introduced to environments and exhibit design as related to graphic design. Portfolio material is developed.

DES369 Jewellery Design
Course covers: design (including designing a line and taking designs to prototype stage, explaring various finishes and their impacts, among other topics); and rendering (including a small amount at rendering review and working an drawings for studas to refine skills).

DES379 Jewellery Design
Course covers: design (including one of a kind designs of various types); drawing (including various types of rendering and their purpose); and presentation. Last third of semester kept for preparing portfolio. Course includes a visit to Ontario Arts Council for presentation of "Presenting Yourself" and an examination of professional artist portfolios.

DES469 Design I: Layout
This course covers layout procedure for geametric shops and workshop drawings. The student then moves into rendering from the basic forms and tonal values to the use of finishing line to emphasize and list the drawing, and perspective, progressing to 3D drawing.

DES479 Design II: Rendering Stones
This course deals with the attributes of translucent and opaque stones, both cobochon and faceted, and how to represent characteristic colour, special effects, unique qualities and light of different stones. From there the student explores sources for design ideas and researches style and practices and refines skills needed to present designs. Projects include preparing wedding and engagement ring sets and preparing a personal portfolio.

DIC110 Machine Transcription
See BUS143

DIC211 Dictation Techniques
This course is designed to enable students to operate a dictation machine where a variety of material is dictated from prepared text. The student is also taught to prepare text for dictation and to dictate without the use of a prepared text.

DIC513 Dicta Transcription
Upon completion of this course, the student will possess the necessary skill to transcribe dictation using modern desktop dictation equipment at a speed of 240 words in 30 minutes. The documents produced must be mailable, including proper punctuation, correct format and correct spelling.

DRAW101 Fundamentals of Drawing I
This course is an introduction to drawing through the observation of the human figure. Through a series of exercises, it teaches the student how to see and draw.

DRAW102 Drawing Research
This course introduces the student to the use of systematic stages for the development of a drawing. A variety of media are explored.

DRAW111 Fundamentals of Drawing II
This course continues the stress on drawing through the observation of everyday objects and the human figure. Through a series of exercises, it continues to teach the student how to see and draw.

DRAW112 Drawing Research and Multi-Media Rendering
In this course, the student continues to explore the use of systematic stages for the development of a drawing. A variety of media which are used in the fields of graphic design and advertising are explored. Perspective is taught in relation to interior renderings, exhibits, signage and outdoor sketching.

DRAW203 Professional Drawing I
This course begins the quest for new discoveries related to the study of the elements, methods and media involved in a strong commercial approach to drawing. The student is encouraged to develop a system of analysis by which to compare their work to the work of successful professional artists, illustrators and designers.

DRAW213 Professional Drawing II
This course is a continuation of the study of the elements, methods and media involved in a strong commercial approach to drawing. Through a logical, method-oriented system, the student will develop drawing and rendering skills. The development of an individual style is encouraged.

DRAW305 Professional Drawing III
This course interprets the various components which make up drawings and applies them to practical situations. The student works to produce as well as assess a variety of drawings, from interpretive to systematic, from syntactic to semantic. The students learns to abstract, integrate, experiment and conceptualize by illustrative means. Project solutions require an advanced level of elaboration and imagination.

DRAW315 Professional Drawing IV
This course interprets and applies the various components which make up drawings to practical situations. The student works to produce as well as assess a variety of drawings from interpretive to systematic, from syntactic to semantic. The student learns to abstract, integrate, experiment and conceptualize by illustrative means. Project solutions require an advanced level of elaboration and imagination.

DRAW501 Basic Drawing
The student will work toward developing a sensitivity to the qualities of line, texture, value and colour for an increased awareness of visual perception and an ability to achieve a certain accuracy of representation.

DRES562 Elementory Dressmaking
This course focuses on the construction of pre-cut (prepared) skirt and pant samples and garments and includes the layout and construction of the block skirt and blouse in muslin. The student will learn how to assemble the entire garment, in each case using a variety of industrial sewing machines and techniques taught in SEW562.

DRES571 Advanced Dressmaking
This course is a continuation of DRES562. In this course, the student will put together an original design for a skirt, pant and dress as well as a pre-cut dress. In all cases, the student will apply the industrial techniques learned in DRES562 and will be encouraged to select appropriate interfacings, threads, buttons and other required findings to enhance the creation.
Prerequisite: DRES562.

DSK500 Desktop Publishing
Upon completion of the course, the student will learn the main features of Ventura Desktop Publishing software to produce good-looking brochures, business cards, letterheads, articles, newsletters, resumes and technical documents.

DTC112 Pre-Clinical and Technical Skills
This course provides the denture therapy student with the theoretical information and the practical experiences related to the construction of a complete denture.

DTC200 Denture Therapy Clinical I
In semesters 3, 4 and 5, the denture therapy student concentrates upon the art and science of providing denture prostheses for the public. Initially, the student will practise on mannequins and will be phased into patient care through the conduct of the course.

DTC203 Denture Therapy Biotech and Prosthodontics
This course is designed to familiarize the student to the physiological implications of denture prosthesis. Considerable emphasis will be placed on prognosis, treatment planning, and occlusal harmony.

DTC301 Practice Management and Ethics
This course is designed to introduce the students to considerations associated with setting up a denture therapy practice. Topics include professional and interpersonal relationships within the dental health team, and code of ethics.

DTC302 Advanced Partial Dentures
This course will involve clinical denture therapy cases involving the construction of removable partial dentures.

DTC313 Denture Therapy Practice III
This course further develops the students' clinical reasoning, technical skills, communication skills and treatment planning in regard to denture therapy practice.

ECO103 Ecanamics I (Microecanamics)
This course introduces the student to the nature of ecanamics, basic terminology, the uses and limitations of economic analysis and economic models and systems. The student will learn to understand and evaluate the methods used to measure the performance of the economy, the gross national product, consumer price index and the unemployment rate.

ECO104 Ecanamics II (Microecanamics)
This course is a continuation of EC103. It will explore the relationships between employment, inflation and price; how to enumerate the various kinds of unemployment and their respective causes; and how to recognize the malleability of statistical measurements and the controls used.

EC105 Introduction to Ecanamics
This is an introductory economics course which familiarizes students with economic principles and examines the current major economic issues in Canada, such as inflation, unemployment, and government programs and regulations created to deal with such problems.

EC106 Ecanamics
This is a study of the economic principles surrounding supply and demand, Gross Domestic Product, taxation and government's role in the economy.

EC107
See EC105

EC112 Ecanamics
This course provides the student with a simply stated introductory account of economics, concentrating on the international forces which influence the Canadian fashion industry. The student will be able to evaluate the effect of such pressures and occurrences as free trade, quotas, subsidies and political, social and product susceptibility; and adjust to or adopt such measures as appear likely to improve competitive status.

EC113 Labour Ecanamics
This course will introduce the student to the basic concepts in labour economics and will provide an understanding as to the varying structure, conduct and performance characteristics of labour markets and show its relevance for human resources divisions. Labour market behaviour will be analyzed.

EC120 Introduction to Ecanamics
This course provides an understanding of the capitalist enterprise system and the economic principles central to business activity in a free market economy. It includes the theory of supply and demand, business cycles, monetary policy, consumer index, gross national product, income and expenditure.

EC210 Microecanamics
This course surveys microeconamics, including an overview of the market system, demand and supply, elasticity, and the drafting and proper use of graphing. Various market structures-pure competition, monopoly, monopolistic competition and oligopoly-are examined. Markets for factors of production-labour, capitol and natural resource are also examined, along with the distribution of income and wealth and the role of government in the market system.

EC211 Macroecanamics
This course examines the problems and issues pertaining to the Canadian economy as a whole, including recession, unemployment and inflation. Economic models and theories are used to explore both causes and possible remedies.

EC300 Building Ecanamics
This course gives the architectural technology student a basic understanding of the economics of building as related to construction. Topics include design/cost relationships, methods of estimating and o feasibility study.

ECE100 Infant and Child Development
This course will examine the growth and development of the child from conception through middle childhood. The focus will be on the physicol, social, cognitive and emotional development of young children. Current research findings and theoretical advances will be discovered particularly in terms of their application to the lives of children.

ECE101 Health, Safety and Nutritian
The study of health, safety and nutrition will be related to the needs of the young child. The course will emphasize the importance of knowledgeable early childhood educators in his area and their day-to-day responsibilities to themselves, children, families and community. Attention will be given to health issues in a cross-cultural context.

ECE103 Interpersanal Communication
This course introduces the student to interpersonal communication theory and practice as it relates to early childhood education environments. It follows on experiential format that encourages students to reflect on and identify their strengths as communicators. Classes will provide students with opportunities to learn and practice communication skills.

ECE105 Creative Expressions I
This course will explore creative art activities for infant, toddler, preschool and school-age children. Emphasis is placed on open-ended, child-directed activities which are related to the whole child. The course includes classroom lectures, discussions and hands-on workshops.

ECE110/111
This class will provide students with opportunities to meet with fellow students and their supervising faculty to discuss their progress at field placements. The seminar discussions are environments which foster professional growth and development.

ECE112 Age-Related Skills Seminars
The three age-related skills seminars (112 Infant/Toddler, 115 Preschool and 223 Schoolage) will offer students both applied knowledge and support in curriculum areas while completing a Field Practice course with the same age group. These courses reinforce the core principles that are taught in Principles of Day Care I and II.

ECE113/114 Field Practice
Field practice will provide a continuum of experience which provides the student with the opportunity to integrate and apply theory. The student is expected to demonstrate the necessary self-awareness, attitudes and skills which will enable him or her to work competently with children, families and co-workers. All students will complete o field practice with infants, toddlers, preschool children and school age children.

ECE115
See ECE112

ECE119 Principles of Day Care I
The course introduces the student to child care environments, the role of the early childhood educator, and programming for young children. The course is based on the premise that early childhood settings should be child-centred and promote learning through play.

ECE200 Human Growth and Development
This survey course examines human growth and development from middle childhood to death. It will help the student understand the changes that occur in human ages and stages of development. The focus is on the physical, social and cognitive and emotional development of the human being.

ECE201 Children with Special Needs
This course introduces the second year early childhood education student to some of the causes, manifestations and behaviours of children with challenging needs. Diagnosis, prognosis, social implications and specific teaching methods are discussed.

ECE204 History and Philasophy
This course examines the major philosophical approaches that have influenced early childhood education today. It includes a review of the history of early childhood education in Canada, and an overview of the contributions mode by philosophers, educators and psychologists.

ECE206 Family Dynamics
This course will encourage the student to develop a conceptual understanding of various family structures, roles, values and communication patterns. Relationships among family members will be discussed as well as characteristic methods of conflict resolution.

ECE207 Parent Involvement

This course surveys the rationale for and methods of parental involvement in Early Childhood Education. Students will be given the opportunity to review a variety of communication techniques and parenting programs.

ECE209 Creative Expressions II

This course builds on the skills gained in ECE105. Three-dimensional art activities will be explored in a series of workshops in addition to further discussion at art principles as they apply to the developing child.

ECE210/211

See ECE110/111

ECE212/213

See ECE113/114

ECE217 Principles of Day Care II

In the second year of Principles of Day Care the course continues the study of programming for young children and is developed from the same set of beliefs about group care and its curriculum. The role of the teacher in social emotional development and the application of Piogetian theory to practice are given special focus.

ECE220 Policy Management and Legislation

Students will be oriented to the legislative and policy framework for child care services in Canada. The format of the course allows the student to explore the various roles of staff, administrators, parents, boards of directors and the provincial authorities in high quality child care programs.

ECE223

See ECE112

EDP105 Elementary Computer Concepts

In this course, the student is introduced to computers and learns how to use a PC to perform very basic functions with some of the popular software used in the industry.

EDP116 Micra and Business Applications

This course introduces the student to a variety of software applications. The student learns to use DOS, WardPerfect, LOTUS 1-2-3 and dBASE III Plus.

EL111 Electrical Fundamentals

This course covers the nature of electricity, international systems of units, atoms and their structure, current and voltage, resistance, insulators, Ohm's Law, series and parallel D.C. circuits, series-parallel or combination circuits, power in D.C. circuits, resistivity, wire calculations, resistance change with temperature, magnetism and electromagnetism, magnetic circuits, inductance, transients in inductive circuits, capacitance, transients in capacitive circuits, resistance networks, equivalent circuits, network theorems, design of D.C. ammeters, voltmeters, ohmmeters and wattmeters.

EL116 Electrical Laboratory D.C. Circuits

This course covers dongers of electricity, safety rules, Ohm's Law, series, parallel and combination D.C. circuits, power dissipation, source resistance, power transfer, magnetization curves, capacitors in D.C. circuits, application of network theorems to D.C. circuits and meter calibration.

EL121 Direct Current Machines

This course covers construction and operation of seporately-exited, shunt series and compound-generators; armature windings; commutation; three-wire generators; dynamotors; series boosters; Word-Leonard system; construction and operation of direct series, compound motors; speed and torque characteristics; maintenance of D.C. machines. The course covers theory and practical.

EL122 Electric Circuits - AC

Course covers construction and operation of a basic A.C. generator; sinusoidal voltage and current equations; instantaneous, average, and effective values; inductive and capacitive reactance; impedance, A.C. series and parallel, circuits, admitance, power, reactive and apparent power in single phase circuits, phasor diagrams; series and parallel impedances, series and parallel equivalents, complex circuits; A.C. networks; resonance, transformer action and ratio; voltage, current and power in balance three phase systems; A.C. instruments.

EL145 Industrial Electronics II (Theory and Lab)

Course covers: resistor colour code; introduction to electronic test equipment; bias colculations; operation and characteristics of semiconductor diodes, rectifier circuits, zener diodes, bi-polar transistors, SCRs, triacs, Thyristors and light emitting diodes.

EL156 Electrical Laboratory, A.C. Circuits

Course covers: safety rules; Ohm's Law for A.C. circuits; capacitive reactance; inductive reactance; impedance of RC, RL and RLC series and parallel circuits, power dissipation in A.C. circuits, complex impedances in series and parallel, resonance, power factor, power factor improvement.

EL157 Electrical Laboratory, D.C. Machines

This course covers dongers of rotating equipment and safety rules, voltage characteristics of seporately excited, shunt and compound generators; efficiency and losses of D.C. generators; parallel operation of D.C. generators; D.C. shunt and compound motors, losses and efficiency of D.C. motors, elementory D.C. motor control.

EL219 Power Plant Electricity

This course constitutes a practicol electrical shop. The student will learn sote electrical shop procedures and electrical codes, the operation of A.C. and D.C. motors, testing of electrical circuits and safety devices, and checking practical wiring circuits for electrical faults using meters and schematics.

EL224 Electric Machine Contrals

This course covers operation and use of control and timing relays; contactars; manual and magnetic starters; limit pressure, float and flow switches; magnetic and eddy current brakes; reversing, braking and regeneration systems for A.C. and D.C. machines; reduced voltage starters for induction motors and special requirements for wound rotor, synchronous and D.C. motors and synchronous capacitors, design and analysis of simple machine control circuits and systems; purpose and use of foil sale contrals; introduction to solid state control equipment for A.C./D.C. machines and systems.

EL231 Power Plant Electricity

In this course the student will use the skills developed in the previous electrical shop procedures and study generator construction and operation, measurement of torque, types of motors, motor starting devices, and speed and speed regulation.

EL232 Alternating Current Machines

This course covers transformer principles, construction of single phase and three phase transformers, standard transformer tests, voltage regulation, auto transformers, parallel operation, wye and three phase transformer connections; operation and construction of alternators, stator windings, impedance, voltage regulation alternator tests and regulation calculations, ormature reaction, parolleling, other related matters.

EL234 Electrical Distribution Systems

Course covers: review of A.C. fundamentals, review of balanced three phase systems; unbalanced three phase four wire wye connected loads, unbalanced delta connected loads, phase sequence; measuring power in three phase circuits, two watt meter method; electrical power systems, hydro electric, fossil fuel and atomic power stations; overhead and underground distribution systems; the basic power circuit, system voltage regulation, transmission line calculations; lightning arrestors; fuses and circuit breakers; coordination of protection.

EL236 Industrial Electronics III

This course covers A.C. and D.C. transistor load lines, A.C. gain calculations for the common emitter, common collector and common base amplifier circuits; cascoded amplifiers.

EL237 Electrical Distribution Laboratory

Review safety rules, voltage, current and powers in balance wye and delta loads; voltage current and power in unbalanced three phase loads (four wire wye, three wire wye and delta); three phase power factor and power factor improvement; phase sequence determination; three phase transformer connections; real and reactive power, power flow and voltage regulation of a simple transmission line.

EL239 Industrial Electronic Laboratary III

This course covers construction and evoluation of: common emitter, common collector, common base amplifier circuits, and cascoded amplifiers.

EL245 Wiring Methods and the Electrical Code

This course covers wiring materials including conduit, non-metallic sheathed cable, armoured cable, mineral insulated cables, aluminum sheath cobles, busways, wireways, services, residential commercial and industrial; devices; fixtures, motors, equipment and wiring methods in hazardous locations, electrical safety code applications.

EL250 Environmental Systems

This course covers fundomentals of light, lighting terms and units, lighting laws, light sources, lighting calculations, electric power requirements for lighting systems; basic concepts of electrical heating and air conditioning, R values, heat loss calculations, electrical power requirements for heating and air condition systems.

EL251 Computer Programming

This course covers: fundamental concepts of programming, programming languages, programming in the BASIC language; variables, arithmetic operations, mathematical functions, input and output of data, conditional and unconditional branching, loops, arrays and subscripted variables and matrices; preparation of flowcharts and preparation of problem-solving programs for the electrical technology field.

EL252 Electrical Laboratory A.C. Machines

This course covers review of safety rules, transformer ration and polarity, transformer voltage regulation, transformer losses and efficiency, operation of auto transformers, poly phase transformer connections; alternator operation, alternator regulation, alternator losses and efficiency, parallel operation of alternators; operation, losses and efficiency of synchranous motars, torque angles characteristics, V curves and power factar curves for synchronous motors; power factor improvement; operation, losses and efficiency of wound rotor and squirrel cage induction motors.

EL254 Industrial Electronics IV

This course covers introduction to digital techniques; binary number system; binory codes; semiconductor devices for digitol circuits; digital logic circuits; digital integrated circuits; operation of flip flops, registers, counters, shift registers and digital applications including digital measuring devices and their uses; introduction to programmable controllers.

EL255 Industrial Electranic Laboratory IV

This course covers construction and evaluation of switching circuits, transistors logic gates, T.T.L, logic gates, C MOS logic gates; application of logic gates, flip flops, registers, counters shift registers and decoders, relay logic ladder instructions, timers and counters.

EL256 Camputer Operating Systems

This course covers introduction to operating systems; starting DOS; DOS files; directories, paths and trees; configuring o system; hidden files; batch files; DOS batch commands; special batch files; DOS commands; EDLIN the DOS text editor; DOS error messages.

EL258 Technical Report

The student completes a 2,500-word report on some piece of electrical or industriol electronic equipment or circuit. Information is to be obtained from the available technical magazines and books in the reference section of the Toronto Public Library system.

EL343 Protection of Electrical Equipment

This course covers transmission line equivalent circuits; per unit analysis, faults on power systems, short circuit calculations; circuit interrupting process; high voltage circuit breaker design; high voltage fuses; system instrumentation; types of protective relays, malfunctions of alternators and transformers, relay protection of alternators, large transformers and large motars; coordination of protection; relaying zones; ground fault protection of distribution systems.

EL344 Industrial Electranic V

This course covers review of number systems, building blocks of the micro computer, computer arithmetic, straight line programs, algorithms, branching, stack operations and use of subroutines; bios calculations, transfer characteristic curves and A.C. gain calculations of the J FET and MOSFET amplifiers.

EL345 Industrial Electranic Laboratory V

This course covers experiments using the 6800 microprocessor; conversion from hexadecimal to decimal program, arithmetic operations, program branching, condition code registers and subroutines; construction and evaluation of J FET and MOSFET transfer characteristic curves and amplifier circuits.

EL353 Electrical Laboratory Systems

This course covers polyphase transformer connections: delta delta, delta wye, with or wi'hout tertiary winding, wye delta, three phase autotransformer, open delta, delta zigzag, delta six phase double wye, delta six phase double delta, open wye, open delta, regulation of transmission line voltage; power flow in transmission lines.

EL364 Electrical Machine Design

This course covers general design procedure; design of single phase and three phase transformers; design of poly phase induction motors; design of synchronous machines; design of synchronous machines; design of D.C. machines; design of solid state motor control system.

EL365 Electrical Estimating

This course covers analysis of electrical drawings including electrical heating, take off procedures, pricing labour costs, adjustments for working conditions and non-productive costs; incidental and direct job costs; analysis of specifications.

EL366 Research Assignment

Part of EL364, this course requires the student to research and design a specific electrical motor, generator, transformer, or solid-state motor control system. The completed design is to contain all necessary calculations to meet the given specific data and limits, as well as scales detail and layout and assembly drawings that show all major dimensions and materials used.

EL367 Industrial Electranic VI

This course covers Darlington pair, differential amplifiers, operational amplifiers, negative feedback, comparators, integrators, differentiators, op-amp regulators, automatic control of D.C. motors, D.C. and A.C. variable speed drives, large current poly phase rectifiers and inverters. Interfacing the 6800 microprocessor.

EL368 Industrial Electranic Laboratory VI

This course covers construction and evaluation of operational amplifiers, integrators, differentiators, op-amp regulators, Schmitt trigger, SCR and TRIAC firing circuits. Troubleshooting D.C. and A.C. variable speed drives. Interfacing experiments using the 6800 microprocessor.

EL369 Electrical Installations

Upon completion of this course the student will be able to interpret drawings of electrical installations and power distribution; understand the basic design concepts required for residential wiring; and interpret applicable sections of the Canadian Electrical Code.

EL370 Programmable Logic Controllers (Theary and Lab)

All projects are designed to operate on Allen-Bradley K programmable controllers and I.B.M. R Compatible A.T. R Computers. Course will cover: definition, relay ladder logic instructions, non-relay instructions, timers and counters, mash instructions, word instructions, programming examples, troubleshooting procedures, interfacing and commissioning bath A.C. and D.C. motor control drives.

ELCT502 DC Circuit Characteristics

This course introduces the basic concepts of electricity. Batteries and resistors, in-series circuits, parallel and series/parallel circuits, Ohm's and Kirchoff's Laws, are covered. Capacitors and inductors are described together with their applications in timeconstant circuits. The course also covers basic meter circuitry for the voltmeter, ammeter, and ohmeter, internal resistance of generators, and loading effects of meters.

ELCT503 AC Circuit Characteristics

The generation and characteristics of an AC signal and some of its important applications are introduced. Inductive reactance, average and RMS values of the AC signal are measured and explained. Reactance, both inductive and capacitive, as well os transformers are covered.

ELCT504 Electrical Circuits Laboratory

This course reinforces the theary portion of the first semester. Safety procedures, circuit construction, measurements of circuit parameters and proper use of measurement instruments are stressed. Troubleshooting and circuit tracing are included.

ELCT505 Digital Fundamentals and Circuits

Topics covered in this course are: numbering systems, basic AND/OR gates, NAND/NOR gates, flip-flops, registers and counters. Encoding, decoding, multiplexing and demultiplexing are more advonced subjects in this course. The oscilloscope and logic probe are discussed and used in the lab.

ELCT506 Digital Circuits Laboratory

This portion of the program provides the student with hands-on training in the various measurements made on digital circuits. Use of the oscilloscope and the logic probe is stressed. The course begins with simple gate logic and introduces more complex counters and register circuitry.

ELCT507 Semicanductor Fundamentals and Circuits

The student is introduced to semiconductors through simple atomic theary based on the PN junction of a diode. Diode characteristics and applications are covered. Power supply circuits, including half-wave and full-wave rectifiers as well os filters, and regulators are discussed. Transistors and op amps are introduced together with their amplifier configurations.

ELCT508 Semicanductor Circuits Laboratory

Testing of power supplies and semiconductor amplifier circuits are the mainstay of this course. Interpreting transistor data sheets and diode specifications enables the student to make substitutions in repair applications. Proper use of the oscilloscope and multimeter in amplifier measurements is stressed.

ELCT509 Passive Circuit Analysis (Applied Math)

This course covers scientific notation, units and dimensions, Ohm's law, Kirchaff's law, exponents, trig functions (Sine, Cos, Tan), vector analysis as it applies to AC circuits, and logarithms and their applications.

ELCT510 Linear Circuit Applications

The student is introduce to the concepts of voltage gain, current gain and power gain beginning with simple transistor amplifiers and progressing into power amplifiers and operational amplifiers.

ELCT511 Linear Circuits Laboratory

This practical course is taught in parallel with the theory portion, ELCT510. Using the multimeter, signal generator and oscilloscope, the student is expose to the common amplifier measurements of gain and frequency response.

ELCT512 AM-FM Stereo Fundamentals and Circuits

A qualitative description of how information is modulated on a carrier in Amplitude Modulation (AM) and Frequency Modulation (FM) prepares the student for further training on radios and television receivers. Terms such as modulation index, carrier, over-modulation, bandwidth and guard-band are graphically explained.

ELCT513 AM-FM Stereo Radia Circuits Laboratory

Measurements on AM/FM receivers using specialized RF and stereo generators help the student understand the principles discussed in the theory portion of the course, ELCT512. Proper alignment procedures and troubleshooting techniques are included.

ELCT518 Television System Introduction and Laboratory

Beginning with an introduction to black-and-white television, the student gains insight into video generation and processing. Basic television blocks such os video amplifiers sync, and AGC and sweep/deflection circuits are analyzed. Properties of color, color cameras, and encoding and decoding color information are covered in depth.

ELCT519 Active Circuit Analysis (Applied Math)

Construction and interpretation of graphs for frequency response and transfer response of vorious circuitry is stressed. Filters, voltage regulation, transistors and amplifiers are some the circuits analyzed. Measurement of bandwidth, decibel gain and loss as well as Q are calculations that are included.

ELCT521 Microcamputer Fundamentals

The architecture of o typical microcamputer is studied, with o focus on the purpose and characteristics of: the microprocessor with its registers and timing cycles, Read Only Memory (ROM), Random Access Memory (RAM), input, output, and device addressing. Hands-on machine language programming is introducted to give the student insight into computer functions.

ELCT524 Microcamputer Laboratory

Students get hands-on experience operating, programming, and interfacing o simple microcamputer. The programs are developed on modules for tasks such os data manipulation, table access, speed matching, timing, pulse generation, I/O control and code conversion. Several interfaces are constructed, progressing from simple I/O to duty cycle power control to video terminol interfacing.

ELCT532 Introduction to Camputer System Software

The student is introduced to the basic computer disk operation system (DOS) and learns how to run programs, format disks, copy disks and perform rudimentory DOS functions. This knowledge is used to supplement basic electronics training by acquainting students with certain electronic software packages designed to help technicians to understond electronic circuit operations.

ELCT536A Microcamputers in Office Systems

The personal microcamputer is investigated as a complete system. The performance and configuration characteristics of boards (XT AT 386/486), video display/controllers, printers, floppy disk drive controllers, and hard disk drive controllers, are evaluated. Applicable diagnostic software is used for troubleshooting and evaluating system performance.

ELCT537A Advanced Camputer System Software

Advanced operating system concepts and techniques are introduced such os: batch files; configuration files; device drivers; extended/expanded memory; file compression and back-up procedures. Application programs and the Windows environment are demonstroted. Use of diagnostic software and its interpretation is emphasised.

ELCT538 Advanced Interfacing

Complex interfacing techniques are introduced and applied to analog-to-digital and digital-to-analog converters, multiplexed displays, and keyboard scanners and encoders. The concepts, advantages and campanint requirements of serial interfacing are studied and applied to the interfacing of a video terminal to the microcamputer. The principles of video displays for personal camputers will be introduced and applied to the use of a PC as a video terminal. The minimum software for testing the interfaces is emphasized.

ELCT539 PC Systems Lab

This lab includes hands-on training in assembling, configuring, maintaining and troubleshooting personal computers and related peripherals such as printers, disk drives, video monitors and keyboards. Serial interface cards and modems will be configured to allow PC-to-PC communication.

ELCT539A Introduction to Data Communications

Synchronous and asynchranous protocols are discussed. Various network configurations are introduced from a block diagram opproach. Emphasis is placed on simple computer to computer communications through a modem with its associated communications software.

ELCT540

See ELCT539

ELCT542 Video Tape Recarder and Camera Theory

Basic video recording and play-back is examined. The principles of magnetic recording, the various formats, tape transport and various processing circuits are described and applied to both video cameras and VCRs.

ELCT543 NTCS Transmission and Standards

The NTCS standard is the only television standard in use in North America. The features and drawbacks of this system are the focus of this course. Bandwidth allocations, allocation schemes and color transmission standards will help the student understand some of the particular circuitry in the television/VCR products.

ELCT544 NTCS Processing Circuits

Once the student understands the rationale of the NTCS standards (ELCT543), the specialized circuitry used to process the information will make sense. In particular, the chroma decading circuitry and synchronizing circuitry are further examined.

ELCT545 Video Tape Recarder Laboratory

The internal mechanisms of the VCR are examined in the lab. Measurement of the performance of the VCR and comparisons to the specifications provide valuable background for VCR repair. Typical adjustments/alignments are experienced along with some of the more specialized tools and test equipment needed for the job.

ELCT595 Principles of Interfacing

The fundamental requirements and components of simple interfaces are introduced, allowing the student to construct and test interfaces so that the computer can input information from switches and sensors and output information to LEDs and seven-segment displays and other forms of input/I/O. Methods of program interrupt and their advantages are opplied to typical situations such as "real time" keeping. Parallel interface ICs are introduced and used to interface relays, SCRs and TRIACs to the microcamputer. The basic software required to test the interfaces is stressed.

ELDR112 Drafting I

This course covers drafting office procedures, lettering, use of instruments, line work, metric and imperial scales, orthographic projection, pictorial drowings, electrical and electronic symbols and simple schematic diagrams.

ELDR128 Electrical Drafting II and Blueprint Reading

This course covers motor control symbols, manual starters for D.C. motors, two and three wire control, use of relays in automatic D.C. motor starters, forward and reverse control of D.C. motors, acceleration schemes for D.C. motors, wiring diagrams, architectural symbols, mechanical services symbols, electrical wiring symbols. Interpretation of architectural, mechanical and electrical drowings showing commercial and industrial installations will be taken up.

ELDR231 Electrical Drafting III

This course covers single line diogram symbols, single line power distribution diagrams; three line power distribution diagrams; metering circuits using instrument transformers; electrical layout drowings for motor circuits and power distribution circuits; equipment selection from manufacturers catalogues; starting schemes for A.C. motors; reversing starters, reduced voltage starters, wound rotor motor starters; wiring diagram to elementory diogrom conversions; introduction to computer aided drafting.

ELDR235 Electrical Drafting V

This course covers layout drawings for transformer substations; protection relaying schemes; metering schemes; grounding drawings, computer aided drafting.

ELDR355 Electrical Drafting VI

This course covers development of control schematics for motor control systems involving interlocking, sequence control, time delay and forward reverse control for A.C. motors using relay logic; logic diagrams and solid state motor control circuits; computer aided drafting and design.

ELEC001 English and Communications

The resume and job searching techniques, job interviews and letters of application are covered. Introduction to technical writing and methods of information retrieval. Writing exercises include instructions, memos, short reports and letters describing procedures and mechanisms. Option from the following topics: effective supervision, computer impacts on society, language review, industrial/labour relations.

ELEC1001 Business Mathematics

This course provides an introduction to basic mathematics including arithmetic, algebra, percents, and statistical ratios and includes an understanding of business discounts, grass profit, simple interest and discount calculations, instalment payment plans and compound interest.

ELECT120 Language and Communications and Resume Preparation

The first semester English course emphasizes basic skills in written communication. The emphasis is on improvement in sentences, paragraphs, essays and vocabulary. Grammar and syntax are reviewed where necessary. Resumes are also prepared. Second semester includes a substantial section on oral communication. Also included are letters and reports.

ELECT120 Communications — 4th Semester

The student chooses from among the following seven General Education Courses: EC106 Economics; LAW110 Canadian Law; MARK112 Marketing; UBS105 History of War Part 1; UBS110 History of war Part 2; UBS115 Media Studies; UBS120 Critical Thinking; OR both UBS125 Being Human: Self, Society and Meaning, Part 1 and UBS130 Being Human: Self, Society and Meaning, Part 2. Students who select UBS125 are automatically placed in UBS130 for the second half of the semester.

ELECT170 Language and Communications II

This course covers: comparison and contrast methods; technical English; oral presentations; business writing; information reports and technical reports.

ELS106 Language and Communications

This course sets out to strengthen student's grammatical and writing skills. Various forms of report and memo writing will be examined, including preparation of oral presentation. Report writing is further explored in a second semester course.

ELS107 English Basics for Community Workers

Clear communication is essential to community work. In this course, students learn to present their ideas and to improve their written English.

ELS117 Language and Communications

This course is designed to help students develop effective written and verbal communication, skills and the basics of English are reviewed.

ELS119 Communications

This course focuses on improving language and communication skills to meet the challenges of an E.C.E. professional. The student will develop and practice skills using a wide range of relevant resource materials, including articles, videos, films and children's literature.

ELS121 English Skills

This full semester course is designed to strengthen language and communication skills in reading comprehension, active listening techniques, effective speaking/presentation skills and practical job-related writing. The course also includes a review of grammar, spelling and language usage.

ELS123 Day Care Assistant's Course

See AP112

ELS124 Science Fiction

The creation of literature, film, and television provide imaginative projections into the future. In doing so, they raise questions: What is reality, and whose reality is it? What are the implications of modern technological inventions, virtual reality, cybernetics and artificial intelligence? The course examines these questions and other popular themes in science fiction and discusses how these narratives reflect an us and an our society.

ELS126 Speaking with Confidence

This course is designed to help the student with strategies which will enhance and develop oral presentation skills.

ELS161 Introduction to Journalism

This course has both hands-on and theoretical components. It covers the steps involved in the research, writing and editing of an article for publication. As well, the course examines journalism in the social context, including history of journalism, ethics, media and culture and other issues the class deems topical.

ELS162 Canadian Literature

Canada has truly become a multi-cultural nation during this last generation. In this course we shall consider the problems, needs and hopes of the many cultural, racial and religious groups in Canada through a variety of short stories. Key themes in the course will be immigrants' experience, racism and ethnic diversity in Canada today.

ELS164 Reading Effectively

See COMM130

ELT366 Research Assignment

See EL366

ELT514 Power Plant Electricity

This course offers a broad introduction to electricity. The student will study the safety aspects of electricity; the generation of electricity; the types of electrical wires; series, parallel, and combination circuits; the construction and testing of electrical circuits; and electrical wiring diagrams.

ELTC106 TV Principles and Circuits

Basic concepts and fundamentals of theory; introduction to commercial receivers; introduction to fundamental concepts of TV, signal development and terminology for transmission and reception are discussed. Included is detailed analysis of TV receivers in both the discreet block diagram and circuit analysis in black and white perspective and analysis of colour TV signal transmission and reception using the block diagram and IC circuit analysis.

ELTC144 AM/FM Receivers

This course covers basic concepts and fundamentals of theory; introduction to commercial receivers, introduction to fundamental concepts of AM transmission and detailed analysis of AM receivers including IC receivers and AM stereo receivers. A study of FM fundamental concepts and transmission and detailed analysis of FM manaural and stereo receivers leads into synthesized receivers.

ELTC148 Semiconductor Principles and Circuits

The student is introduced to the basic semiconductor theories underlying components such as diodes and transistors. The applications of these devices in power supply rectifiers and regulators as well as simple transistor amplifiers are covered.

ELTC149 Advanced Transistors

This course guides the student through various configurations of transistors (CE, CB, CC), cascaded amplifiers, transformer-coupled and transformerless power amplifiers, load lines, distortion, Darlington amplifiers, negative feedback, differential amplifiers and operational amplifiers.

ELTC150 Logic Systems

Beginning with the basic digital building blocks of devices such as AND/OR, NAND/NOR, and Boolean algebra, the student gains experience in both applications and design. Flip-flops, counters, registers, multiplexers, demultiplexers, decoders, encoders, and LED displays are analyzed. TTL, CMOS and PAL logic devices are introduced.

ELTC151 Electronic Laboratory

By balancing the measurements of prepared circuits and student designed circuits, the aspects of applying measurements previously learned (i.e., frequency response) the student is guided through troubleshooting and performance testing various semiconductor circuits.

ELTC160 Introduction to Electronics

This beginning course introduces the student to basic electronic terms and units such as volts, amps, ohms and direct current (DC). Circuit analysis of simple series, parallel and series-parallel combinations are covered. Thevenin's, Norton's and superposition theorems are introduced.

ELTC161 Logic Circuits

The various numbering systems, including decimal, octal, binary and hexadecimal, are the beginning component of learning logic systems. Concepts of fundamental gate and Boolean logic are discussed at a basic level. Exposure to devices such as AND/OR, NAND/NOR, flip-flops, registers, counters, multiplexers, and demultiplexers, provided a well-rounded base for students.

ELTC162 Electrical Fundamentals-Advanced

The underlying theory of capacitance and inductance in DC applications is introduced. Time constant circuitry and calculations are covered in detail. Basic generation of alternating current (AC) is described as well as how and why it is used in domestic applications. Electrical safety is discussed.

ELTC163 Electronic Laboratory

This course ties in the practical applications and measurements with the theory taught in ELTC160, 161 and 164. Beginning with the proper use of the multimeter, the student is guided through the various measurements using ohmmeters, ammeters, oscilloscopes, power supplies and signal generators.

ELTC164 Impedance, Resonance and Filters

The student will learn the use of capacitors and inductors in AC circuits along with circuit calculations. Inductive and capacitive reactances as well as impedance calculations are covered. The student will learn to predict the response of reactances in filters and resonant circuits.

ELTC165 Introduction to Amplifier Systems

Beginning with the basic definition of an amplifier system, the student is guided through the concepts of voltage, current and power gain. Using the operational amplifier as the basic building block, the student is shown how an amplifier system is put together and functions. This section prepares the student for the more in-depth study of semicandoctors in ELTC166.

ELTC166 Applied Amplifier Systems

Utilizing the concepts introduced in the prerequisite course ELTC165, the student is shown the details of how a semiconductor device can be made to amplify a signal. The various configurations of the transistor are discussed and analyzed. Power amplifiers and the classes of amplifiers round off the information covered in this wide area of study.

ELTC167

See ELTC170

ELTC170 Electronic Laboratory

Used as a supplement to the second-semester courses ELTC165, 166 and 166, this is a hands-on lab course designed to demonstrate how the various devices reach in practical circuits. Measurements using the multimeter, oscillascope and logic probes give the student experience at using these instruments for troubleshooting.

ELTC203A Computer Aided Design

This course introduces the student with no previous computer experience to computer-driven computer literacy through introduction to DOS; Breadboard, an electronic circuit modelling program, and framework spreadsheets. The student is guided by hands-an examples of electronic theory related to course work.

ELTC203B Computer Aided Design

This course explains and demonstrates the major features of MICRO-CAP®, and electronic circuit analysis program that continues where Breadboard leaves off. Some of the electronic circuits simulated include: half and full wave rectifiers and transistor amplifiers including frequency response, high and low pass filters and operational amplifiers.

ELTC203C Computer Aided Design

This course looks at programming in C, and covers the seven basic elements of programming: input, output, data types, operations, conditional execution, loops and subroutines. The student will write, compile and run short programs. Structured programming is explained and promoted.

ELTC203D Computer Aided Design

The course is centred around Smartworks, a program for creating single and double-side printed circuit boards. the student is shown how to design, and the production at the Printed Circuit (PC) board is promoted. the difference between bit-mapped and vectorized graphics will be explained. Smartsketch, being one of the more advanced features of Framework will also be tought.

ELTC203E Computer Aided Design

Specialized CAD programs such as MICRO CAPIV and Assemblers/debuggers are used in the theory portion of the courses in this semester. These programs speed up the development af the various designs given as assignments.

ELTC203F Computer Aided Design

The student is introduced to abject oriented programming through the use of the C++ language. The intent is to demanstrate to the student the interaction between software and hardware.

ELTC208 Waveshaping Circuits

Beginning with a review of how capacitors and inductors behave in DC circuits, the student analyzes time constant circuits. Applications at time circuits are investigated. Miller integrators, differentiator, clippers, clampers, Schmitt triggers and comparators are covered in detail. Multivibrators and the 555 timer applications are used to demanstrate basic principles.

ELTC213 Communication Principles

This course covers advanced theory and mathematical analysis of the AM/FM waveform. Topics include single sideband (SSB) transmission, multiplier stages, alignment of transceivers, VSWR and measurements, all-band AM receivers, SSB operation including balanced bridge modulators and SSB filters, transceiver block diagram and schematic diagrams and FM synthesized transceiver black diagram and schematic.

ELTC214 Communication Specialty

The student is given maximum exposure to the various equipment and test modes for the communications field. Theory and measurements of Klystrons, fibre optics, transmission lines and telecommunications systems are presented. In particular, topics such as Smith charts, fibre optic measurements and repoirs, spectrum analysis, Frequency Division Multiplexing (FDM), Time Division Multiplexing (TDM) and microwave transmission are covered extensively.

ELTC216 Computer Specialty

In this course, the student experiences the problem with interfacing to printers, disk drives and video boards. The basic architecture of the Intel-based personal computers, the XT, 286 and 386 systems, is discussed. An explanation of the hardware through the use of the DOS DEBUG program is included.

ELTC230 Waveshaping and Control Devices

Basic concepts and fundamental theory farm an introduction to waveshapes and their integration, differentiation and analysis; analysis and design of diode-clippers/clampers, 555 timers in manastable/multivibrator modes; and linear sweep generators using discreet and ICs such as operational amplifiers including function generators.

ELTC231 Semiconductor Devices

This course continues the technologists' training in the various semiconductors. FET, MOSFET (and amplifiers), UJT, PUT, SCS, SCR, DIAC, TRIAC, laser diodes and the principles of photoactivated semiconductors are covered.

ELTC232 AM/FM Technology

This course covers the principles of AM and FM modulation and transmission with a detailed study of AM and FM receivers. Topics included are oscillators; amplitude modulation theory and transmission; TRF and superhet receivers; principles of frequency modulation, FM receivers; stereo broadcasting and stereo receivers; synthesized receivers.

ELTC233 Electronic Laboratory

Transistor and operational amplifier circuits as well as digital circuits are designed, set up and analyzed using oscillascapes and/or logic probes.

ELTC236 Communications Technology Part I

This subject covers the theory, design and operation at transistors and receivers for analog communications. Topics included are: oscillators; synthesized tuning; amplitude modulation (AM) methods and measurements; Class C amplifiers; transmitters and receivers using AM, single sideband, frequency and phase modulation; signal-to-noise ratio.

ELTC237 Operational Amplifier Design

This subject covers the properties and applications of the OP AMP with emphasis an design. Topics included are: basic, summing; instrumentation and programmable gain amplifiers; comparators; limiters; integrators/differentiators; lead and lag compensation; active filter design; computer models; waveform generation.

ELTC239 Electronics Laboratory

This course balances the theory tought during this semester in Operational Amplifiers, Communications and Camputer Technology with hands-an practice making measurements using the basic oscillascape and specialized test equipment such as sweep generators and logic analyzers. Many of the labs are designoriented to graphically demanstrate the theories covered in the class.

ELTC241 Computer Technology I

Beginning with the basic micracamputer architecture the student is led through bath the hardware and software requirements of a microcamputer. The emphasis is an using the micro to solve problems through either software or hardware design approaches. Basic interface considerations and address decoder design is covered in depth.

ELTC242 Microprocessors and Systems Applications

This course introduces microprocessor systems. A balance between software and hardware is attained, providing the student with the necessary knowledge to discern between hardware and software problems. Motorola 6800 machine language programming and circuit tracing and analysis are covered.

ELTC243 Analog/Digital Interfacing

The student is shown how the basic microcamputer covered in ELTC242 can be used to interface with the real world. Keyboard and display interfaces and various analog interfaces are examined. Applications of how the microcamputer can measure and control some processed are explored.

ELTC244 Electronic Laboratory

The labs in this course give the student maximum exposure to the applications of the circuits covered in theory. In some cases, the student designs and constructs circuit boards. Advanced measurement techniques are stressed.

ELTC245 Electronic Laboratory

Used as a practical back-up for the theory subjects in the fourth semester, this course gives the student a wide and varied exposure to equipment used in the field. Advanced measurement techniques, specialized test equipment and specific measurement protocols are presented.

ELTC299 Technical Report

As a requirement for graduation technicians are required to research and write a minimum 3000-ward report an same application or aspect af electronics not covered in theory. This will help the student cope with those times in industry when little information is available to help solve a problem.

ELTC301 Communications Technology Part II

This course provides basic theory and operational kills and hands-an experience of equipment available in the laboratory such as Klystron; spectrum analyzer bath for AM and FM; and fibre optics, fusing and line measurements using the optical time domain reflectometer. In-depth analysis of wave theory for coaxial cables, CAD of coaxial analysis, reflective coefficient measurement and VSWR using wave guides and frequency division multiplexing for base band transmission using the Granger unit are also covered.

ELTC303 Automatic Controls Systems

Using the Laplace transform as a practical analytical tool, the student is shown how closed loop systems can be mathematically modelled. The operational amplifier is the target for most of the course. However, microcamputer control is also explored. Terms such as stability, critical damping and system arder are defined.

ELTC312 Electronic Laboratory

Microwave and fibre-optic measurements as well as transmitter alignments are studied. Design of I/O interfaces is included.

ELTC316 Laboratory

This course is the lab portion of the Automatic Controls course. The student designs and examines the response of various closed loop operational amplifier systems. Bath the aspects at testing and troubleshooting closed loop systems are experienced.

ELTC320 System Design I

The student, by designing a product, is introduced to bath the hands-an design at hardware/software and project management. Discussions of campanent selection, reliability and design pitfalls broaden the student's experiences. Inventary control, costing, team-work and time management are specific objectives in this course.

ELTC321 System Design II

In this continuation of ELTC320, the student continues his/her design project. The development af camplex circuit boards and layout techniques are discussed. Consalidation of the project into a finished product is the main goal in this section. Management philosaphies and marketing strategies are also discussed.

ELTC322 Computer Technology II

Interfacing to various I/O devices is the subject at this course. The hardware and design of display devices such as LED and video outputs are examined. Parallel and serial I/O is covered. RS232C and Centronics are two standards covered in detail.

ELTC399 Electronic Technology Report

An in-depth report covering some aspect of system design is required to be completed by all Engineering Technology students. In most cases, this report will be tied into a project design which the student will be assigned.

ENA170 Enomelling I

This course deals with behaviour at materials as applied to enamelling, including: theory af enamelling; techniques and practical application; basic projects designed by students; application af colour, firing, and safety procedures. Toxicity of materials and proper handling is also covered.

ENA180 Enomelling II

The student is taught the principles of claisanne and champleve techniques. Each student designs an project and practices the above techniques under close supervision.

ENDR103 Computer Manufacturing Processes

The student will build practical experience on a theoretical base through the completion of assigned projects in a series of controlled steps from basic two axis manual programming to three axis computer assisted programming. The following topics will be covered: application of numerical controlled principles; operation and safety precautions of computer numerical machine tools; speeds and feeds; two axis manual programs; canned programming cycles; three axis continuous path programs; documentation.

ENDR104 Technical Drawing I

The course gives the student an understanding of conventional drafting standards and principles. These standards are applied to create engineering drawings of various mechanical details using drafting equipment and instruments.

ENDR112 Materiels Technology

Topics covered in this course include: production methods of ferrous metals; cast irons; steel processes; AISI and SAE identification and selection of steels and alloys; properties of metals; stress-strain diagram; crystalline structure of metals; equilibrium of metals.

ENDR116 Camputer Aided Manufocturing I

This course is a follow-up to ENDR103 and covers the following topics: introduction to manufacturing graphics using SmartCAM to produce machined parts; selecting the appropriate cutters; set up and operation of CNC centre to a 2-D application level.

ENDR117 Manufacturing Fundamentals

This course is a fallow up to MACH104 and focuses an more complex manufacturing processes. Topics covered include: EDM machining; plastic processes; metal forming; welding; production techniques and machine tools; sheet metal fabrication; material selection; protective coatings; ergonamics; and process planning concepts and documentation.

ENDR204 Jig and Fixture Design I

Students review drafting and production methods and are introduced to: locating and printing principles; standardization of jig and fixture components; design of a drill jig, milling fixture and gauge; high volume production; part analysis; technology of sheet-metal presswork; theory at cutting; and the design at pierce and blanking die, compound die and progressive die.

ENDR205 Jig and Fixture Making

The student becames knowledgeable and efficient in the following toolmaking principles: planing, layout and construction af simple gauges, tooling, jigs and fixtures; ordering standard parts from catalogues; building simple tools from sketches; constructing a drill jig using a jig bore machine; standard jig bushings and gauging pins; repairing and modifying gauges, tools, jigs, fixtures etc.; selecting proper metals and materials to construct tools applying metallurgical heat treatment principles to items as needed.

ENDR206 Camputer Aided Manufacturing II

The student will build practical experience an a theoretical base and develop camputer numerical control techniques in a series of controlled steps moving from basic three dimensional C.N.C. programming and machine operation to the operation of multi-axis machining centres and camputer assisted part programming. Subjects covered are: review af part programming functions; programming setup sheets and aperator reports; introduction to C.N.C. and types and uses af C.N.C. systems.

ENDR207 Jig and Tool Design I

This course covers manufacturing engineering organization; cutting tool design; form tools; process planning; turret lathe; tooling layouts; automatic lathes; location and clamping theory; drill jig and fixtures principles; brooch design; gauges; presswark and tooling economics.

ENDR216 Camputer Aided Manufacturing III

The subject covered during the course are as follows: review of Camputer Assisted Tool Programming (APT); advanced structure (loops etc.); computer assisted manufacturing techniques; computer commands and terminal operation; program documentation; advanced geometry definitions; complex radius and macro definitions; multiple branching techniques; looping logic; surfaces and matrices.

ENDR217 Jig and Tool Design II

Covered are: principles of metal cutting and tool life; effects of various types vibration an component production; large assembly jig setups; two and tree axis numerical control machine tools; automation design and the use of industrial robots; studies in the techniques of tool making and quality control and an analysis of machine tool operations (jog boring, gear shaping, gear hobbing and broaching); estimating and processing complex components using various manufacturing techniques; assembly of multiple parts by various means; plastic tooling; press-tool dies, types of construction, calculations and applicotrans.

ENDR223 Die Design I

After completing the course, student will be able to develop theoretical and practical skills required in the design of more advanced metal-cutting dies, bending and forming dies with emphasis on bending allowances and blank development. They will also gain an understanding and application of modulor tooling and design dies that are safe and cost effective and design quality tooling.

ENDR243 Tool Design Cancepts

This course continues to develop drafting/design ability by concentrating an dimensioning, tolerancing and design techniques of basic jigs, fixtures and dies. Tools and dies designed by the student is the integration of theoretical fundamentals and practical drafting skills at the student's level of study.

ENDR247 Product Design I

The course includes the selection of principol views using third-angle orthographic projection drawing system, sectional and auxiliary views, graphs and charts, axonametric drawing systems and dimensioning, conventional drawing practices. It includes drawing affice standards, dimensioning methods and systems, preporation of detailed wark drawings and types of welding.

ENDR248 Product Design II

Detailed working drowings af an advanced nature are a feature af this course. Students wark with design layout drawings produced from engineering information and specifications and on projects involving various types of bearings, coms and gearing, catalogues, standard parts, and reference books, and learn design principles.

ENDR341 Machine Design I

This course is designed to introduce the student to the integration of fundamentals of technology. The student is given basic design data, and with the use of engineering catalogues, will produce layout and design functional mechanical assembly/detail drawings. An engineering report, based on research, will be completed by the student to appropriate standards. With the introduction af contral technology, the student will develop theoretical and practical knawledge for industrial automation.

ENDR347 Theory af Machines I

Covered are: cam layaut and displacement diagrams, cam and follower types, uniform velocity and acceleration motion and S.H.M., simple and compound gear trains, epicyclic gear trains (including reverted, bevel and differential types); torque, power and mechonical advantage; static and dynamic force analysis in simple mechanisms by graphical method, inertia forces, shaking force; dynamically equivalent systems, centre of percussion.

ENDR348 Computer Aided Design I

The student continues to develop learning in advanced features of AutoCAD. Areas covered include 3-D, Autolist, tablet, and menu customization.

ENDR351
See ENDR341

ENDR356
See ENDR358

ENDR357 Theory of Machines II

Covered are: flywheel design and applications; governor types, force analysis and applications; static and dynamic balance of rotating masses; balance of reciprocating masses; optimum balance of single cylinder engine; balancing machines, function and application; multi-cylinder engine balance by rotating vectors; gyroscopic forces and design applications; critical speeds of shafts, including single disc, multi disc and uniform shaft combinations.

ENDR358 Computer Aided Design IV

After initiol introduction and theory lectures the student will be guided from the basics of computer-aided 2-D drowing to advanced 3-D design drafting and editing using UNIX-based ICEM software. The student will gain practical experience by completing module projects drown to ANSI Drafting Standards and designed to highlight the areas under study.

ENDR363
See ENDR358

ENG105 Communications - Creative Foshion

This course will help the student develop and practice the effective language and communicatian skills required for success in the foshion industry. The student will learn active listening techniques, effective speaking/presentotion skills and business writing formats. The course also includes o review af grammor, spelling and sentence structure.

ENG107 Language and Communications

This course introduces students to essential communication skills and stresses listening and note taking. It also introduces students to the basic principles of business communications and applies these principles to the job search process. Resume preparation, caver letters and interview techniques provide a significant component of this course's objectives.

ENG124 English for Court Reporters 1

This course gives a thorough review of grammor: parts of speech, types of sentences, clauses and phrases, application of grammatical principles, and grammotical terminology. It also covers some marks of punctuotion: closure marks, the semicolan, the colon and the dash.

ENG125 English for Court Reporters II

This course covers the uses and rules of all marks of punctuation. Practice in proofreading for spelling, grammar and punctuation is also given. Some oral communication is done as well.

ENG129 Foshion Management - Organizational Behaviour

This course provides an introducton to organizational behaviour with an emphasis an management styles and trends, leadership and motivation and creative problem solving. Lectures, case studies, small group work, role plays and presentotions will be used.

ENG139
See ENG107

ENG149 Language and Communication II

This course builds an skills acquired in ENG139 by continuing explaration of various forms and strategies of business communication as related to the hospitality industry. Students will also complete an industry related research project which will demonstrate their capacity to research and communicate relevant information in an appropriate manner.

ENG153
See ENG340

ENG161 Language and Communications

This course is designed to assist the student in developing ar improving basic writing and essoy-writing skills, critical and analytical skills, research skills and oral presentotion skills. Course work will be primarily based an material from a novel and a film. Audia-visual material, graup wark, student simulations and brief lecturettes will all be used as formal far class wark.

ENG165 Report Writing

This course develops and refines the student's report-writing skills. Several minar in-class reports will be written in response to audio-visual material and student-presented scenarios. In addition, the student will explare and report, both orally and in written form, on how language is used to describe gender in contemporary culture. The major project at the term is an evaluative agency report. The student first develops the "instrument at study", then uses it to collect information obout an organization appropriate to the field af study.

ENG202 English

This course introduces students to oral and written skills with emphasis on communicating with patients in a dental setting. Job search skills are essential in this program.

ENG203 Furniture Production and Design-Written and Oral Communications for the Furniture Field

This course includes memo, letter and report writing an computers, research and job search techniques and various oral exercises.

ENG205

This course builds upon the skills learned in COMM120. By writing a technical report, students will learn the mechanics af report-writing as well as goin a better understanding ar research techniqes. An oral presentotion and o job search unit will also be important components of this course.

ENG211 Latin I

This course covers Latin wards and phrases formerly used in legal documents and court pracedures.

ENG212 Latin II

This course continues Latin I.

ENG216 English and the Legal World I

This course reviews the rules and applications af punctuation specifically reloted to verbatim transcripts. Proofreading from transcripts, articles, texts and other relevant sources will also be covered.

ENG217 English and the Legal World II

A continuation af the punctuation review for court reporters, with special emphasis on figures, abbreviations and capitalization. The paragraphing af transcripts will be covered. Students will work with jury charges, cross-examinations, and related material.

ENG218 English for Court Reporters

Students will continue with punctuation af transcripts. In addition, students will review appropriate material in preparation for the general knowledge test administered by the Chartered Shorthand Reporters' Association.

ENG255 Technical Report

The student will write a 2,500 ward report on some piece af electrical or industriol electronic equipment or circuit. Information is to be obtained from the available technical magazines and books in the reference section af the Taranto Public Library system.

ENG304A Technologicol Thesis

This course covers: formal report writing; production of a technalogicol thesis; review af summarizing, paraphrasing and direct quating; documenting sources (endnating versus footnating); incorporating graphics and visual aids in a report; draft preparation; proofreading; and oral brief on thesis findings.

ENG304B Technological Thesis

Redaction and oral presentation af a complete technological thesis. This report is to present some original computations on a chasen topic and is to demanstrate the student's ability ta research a topic and use analytical skills to solve specific problems encountered during the research phase af the project.

ENG310 Language and Communications

Covered are: sources of technical information; evaluation af trade journals; letter writing to government and industry; communication in building practice; analyzing reports; systems of organization in report writing; formal for scientific bibliographies; source crediting; use af computer data bases; formal report writing; summarizing, paraphrasing and direct quating; documenting sources (endnating vs. footnating); graphic and visual aids in reports; draft preparation; proofreading; oral brief an report findings; and technicol thesis.

ENG402 Communications and Business English II

The principles of formal business report writing, business letters, and resume formats, and the practice af effective communication are expanded in this course.

ENG501 Language and Communication

This course introduces students to essential communication skills and applies them to the job search process by focusing an caver letters, resume preparotion, interview techniques.

ENG502 Language and Communication

This course builds an skills acquired in ENG501 and focuses an research techniques and oral communication. Students will prepare an oral presentotion or demonstration on an industry related topic. This presentation will demanstrate both research and their ability to communicate effectively in frant of an audience of their peers.

ENG504 Business Practices and Communications

This course covers report writing, oral presentotions and job search preporation, including resumes, application forms and interview techniques.

ENG511
See ENG501

ENG513 College Start

Reading, writing, grammor and spelling skills are advanced to Grade 11. This program also includes a strang vocational planning and guidance component as well as vocational planning and guidance component as well as vocational orientation. Computer literacy covers familiarity with computers, systems operations and basic word processing (WordPerfect 5.1). Study skills include library and research skills, note-taking and examtaking techniques, and successful time management.

ENG523 College Start

The skills begun in English513 are advanced to Grade 12.

ENG529 English Level 2

This course improves the student's reading, writing, grammor, spelling and vocabulary skills up to Grade 8. Emphasis is placed an reading and writing skills. Both lectured and individualized approaches are used.

ENG530 Language and Communications - Part A

A short review af run-on, fragments, comma, semicolon and colan leads to sentence structure and paragraph writing. An introduction to the business letter and mema is followed with appropriate letters and memos.

ENG530 Language and Communications - Part B

The importance af communicating in the workplace is practised with technical instructions. Job search techniques are presented, and the student will have completed the resume, solicited and unsolicited application letter and application form. The memo report is introduced and an appropriate exercise is applied.

ENG534 English Level 3

The skills learned in English529 are advanced to Grade 10. The emphasis and approaches used are similor.

ENG539

This 20-hour course covers the memo, business letters, applying for a job and an oral report.

ENG561 Language and Communications

An introducton to the business letter and mema is followed by exercises in letters and memas. The memo report is introduced followed by an appropriate exercise. The student is presented with appropriate job search techniques and completes a resume, a solicited and unsolicited application letter and an application form. Communicating in the workplace will be covered along with an instruction assignment. An exercise in workplace legislation will be completed.

ENG643
See ENG501

ENG552 Language and Communications I

This course includes basic grammar, listening and reading exercises, writing instructions, applying for o job and business correspondence.

ENG561 Foshion Communications II

This course presents a college level approach to mema writing, various types af business letters, formal and informol reports, research skills, preparation af reports, preparotion and presentotion of a speech and the job search. Communication theory vital to business is emphasized and applied to each area af study.

ENG562 Language and Communication II

This course concentrates an letter writing, applicotion forms, the resume and covering letter and other aspects af the job search.

ENG576
See ENG501

ENG610 Basic Level

This course focuses on the skills that are required by the apprentice when dealing with other groups. These other groups consist of customers, architects, and other trade mechanics. Documentation such as purchase orders and work orders are also studied.

ENG611
See ENG501

ENG620 Intermediate Level

This course looks at those skills required for the apprentice to be successful within his or her own organization. Skills such as job search, corser development and selling ideas are covered. Other topics include understanding unions, the Occupational Health and Safety Act and the Human Rights Code.

ENG630 Advonced Level

The focus af this course is topics in business administration as it applies to the mechanicol trades. Topics such as how to start a business, understanding contracts and personal investments are covered. Other topics include understonding code books, WHIMS, and multiculturalism.

ENG631
See ENG502

ENG700 Language and Communication Skills

An introducton to grammor and structure, spelling, vocobulary, and reading and writing skills.

ENG710
See ENG107

ENV3600 Environmental Sciences

This course cavers water quality, sources and uses, including movement af contaminants, ground-water systems and wastewater. Waste management includes site selection, sludge management, hazardous waste management, environmental planning and decision making.

EST300 Graphic Arts Estimating

This course introduces the student to estimating functions to determine costs and prices for all operatins associated with paper, printing inks, lithographic plates, pressework, bindery operations, typesetting and photographic processes. The course also includes a review at the total estimating picture and o short introduction to web estimating and computer assisted estimating.

FAB100 Fabric Science

This course introduces the student to textiles, outlining the structure of the textile industry and its relationship to foshion and apparel products. It details the components af textiles, including fibres, yarns, fabric construction, colour application methods and fabric finishes applied to enhance appearance and function af fabric. The student will prepare and use a comprehensive swatch kit to demanstrate the different textiles.

FAB160 Fabrics Analysis and Laboratory

This course continues the development of skills from the first semester of textiles, detailing the aspects af colour and fabric finishes and their methods of application to create fabrics that are attractive and functional for end use. Emphasis will be put an care and renovation af textiles and textile quality assessment.

FAB200 Fabric Science

This course is the third in the fabric science series af courses designed to provide the student with the theoretical and practical knowledge necessary to test and assess textile products as they are transformed into apparel products. The course uses the textile laboratory and the specialized textile testing equipment to demanstrate and practice fabric identification and testing.

FASH107 Foshion Illustration I

This course is designed to equip the student with na previous drawing skill or experiance with the skills necessary to illustrate ideas for garments. The student will learn technical drawing of various pants and skirts and the details af these, including gathers, pleats and pockets. Proportions af the "foshion figure" are outlined along with construction af such details as the face. Principles of depicting "draping" of a garment an such a figure are explained.

FASH157 Foshion Illustration II

This course builds an skills learned in FASH107, including the depictan af various fabric textures as tweed, knit, transporency and shiny surfaces such as sequins. The student will experiment with display layout in various forms, including newspaper advertising design and label design. Felt markers and watercolaur wash are used as an illustration medium.

FASH201 Foshion Illustration and Colaur

The student will produce two presentation boards depicting an evening dress and a coat. Wark will also be done with logo development, costume illustration for theatre and the production of a portfolio.

FASH257 Foshion Art III (Portfolio)

This course will develop an outstanding portfolio by working with the strongest visually-oriented students. Emphasis will be on strengthening individual skills in a one-on-one setting.
Prerequisite: FASH201 with an A average or above

FASH544
See FASH107

FASH554
See FASH157

FBM402 Therapeutic Diets

The student will come to understand the principles of dietary modifications and their implementation and will learn how to adapt menus to meet the dietary needs of patients.

FC104 Food, Beverage and Labour Cost Control

Because strict control of costs is essential for the survival of a hospitality business, it is imperative that students learn what cost controls are available to a manager. The emphasis in this course is on how to make these controls work.
Prerequisite: PUR104 (PUR705 for Chef Training)

FC404 Operotional Controls

The policies and practices required to control costs of food, labour and other expenses in food service operations are learned in this course.

FC503 Food, Beverage and Labour Cost Control
See FC104
Prerequisite: PUR505.

FCH404 Applied Food Chemistry

This course will provide students with o knawledge and understonding of the structure and composition of foods and the scientific principles involved in food preparotion.

FCL703
See FC104

FIT107 Applied Exercise Techniques I

This course involves proctical weight training techniques and the correct techniques and precautions for calisthenics.

FIT108 Applied Exercise Techniques II

This course involves practical demanstration, teaching and participatian af various fitness training programs.

FIT111 Introduction to Fitness Testing I

This course instructs the students in human performance tests related to o variety of fitness components.

FIT113 Introduction to Fitness Testing II

This course instructs the students in human performance tests related to cardiovascular fitness components.

FIT115 Exercise Class Leadership I

The course content will include the group class market; elements of a good class; performance criteria; content and exercise selection; introduction to music; planning and organization.

FIT116 Fitness Testing Clinic

The applied course is structured to provide the students with a background in fitness testing and counselling.

FIT125 Exercise Class Leadership II

This 45 haur course builds an the skills achieved in FIT115 introducing more complex areas of fitness leadership such as music use, progressions and intensity change. The student will present a 20 minute full component regular fitness class to successfully complete the course.

FIT205 E.C.G. Monitoring Techniques

This course will invalve theoretical information and practical experience to enable the student when given various tracings, to recognize if the E.C.G. pattern is irregular.

FIT207 Program Administration Clinic I

This course involves the operatian af the Fitness Training Centre, fulfilling all duties and services af the centre and demanstrating skills as a manager, supervisor, counsellar, instructar ar appraiser. Similar duties are devated to the supervision and management af the Employee Fitness Centre. The student will interview, test, analyze and present results, design an exercise program, demanstrate the program, provide follow-up guidance, retest and write an analytical report in conjunction with three college staff members.

FIT209 Guidelines for Exercise Prescription

This 68 hour third semester course combines the knowledge gained in the sciences of exercise physiology, functional anatamy and fitness assessment with interpersanal and counselling skills in the design of a safe and enjoyable exercise prescription. Specific systems of programming which emphasize cardiorespiratory and muscular conditioning, flexibility and weight loss will be examined.

FIT210 Fitness Seminars

This course combines a series of professional development seminars, field trips, guest speakers and personal consultations.

FIT212 Programming For Special Cases

This 40-hour, fourth semester course applies training principles learned previously to prescription for special populations. Applications of these principles for high risk, youth, seniors, orthapedic and athlete program focuses on special considerations of each group for safe, effective prescription.

FIT213 Advanced Fitness Assessment

This 68-hour, third semester course will refine and expand the skills learned in FIT111 and FIT113. Emphasis is placed on learning new in direct sub maximal and maximal aerobic assessment protocols which are suitable for a variety of populations. Judgement counselling, and communication skills are required in the administration of such assessments. Different techniques for the measurement of body composition will be discussed and students must demanstrate competence in each of the methods.

FIT215 **Exercise Class Leadership III**

This 68-hour course refines all areas of study and skill achieved in FIT115 and FIT125. The student is prepared for leading a 45 minute, full component class (by studying combinations, transitions, & step) and is able to present themselves for the Ontario Fitness Leader certification within the course.

FIT217 **Program Administration Clinic II**

This course is a continuation of FIT207. Special events are organized and students work in committees to provide services to the centres' members.

FIT223 **Advanced Fitness Assessment II**

This fourth semester course continues to meet the practical requirements for the CFA. Students measure oxygen consumption directly and indirectly using various submaximal and maximal treadmill protocols. Posture flexibility maximum and endurance strength, aerobics power, are measure using protocols that are specific to the demands of a particular sport or activity.

FIT225 **Exercise Class Leadership IV**

This 30 hour course is offered to those students who have competed FIT115, FIT125 and FIT215. It introduces the student to specialty areas of class leadership such as cardio funk, body sculpting, step circuit, theme classes and high/low choreography. Other specialty areas that deal with target populations such as pregnancy, children and seniors are addressed. Upon successful completion of the course, the student will be able to lead a 30-minute specialty class.

FLDP100 **Field Practice**

The student will gain experience by applying a wide range of dental assisting responsibilities in a field placement environment.

FLDP101 **Field Practice I**

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies. Field practise I is a prerequisite for Field Practice II. Must be taken concurrently with Semester 1 and 2 courses.

FLDP102 **Field Practice II**

This course is a continuation of FLDP101.

FLDP200 **Field Practice**

Students will gain an appreciation of the broad scope of community dental health services by working in various field placement envirannments.

FLDP203 **Field Practice III**

To be taken concurrently with Field Wark Seminar III and IV. Prerequisite: FLDP101 and 102.

FLDP204 **Field Practice IV**

This course is a continuation of FLDP203.

FLDW101 **Field Wark Seminar I**

Students meet weekly with faculty advisars to discuss common concerns and explore issues raised in Field Placements. The seminar provides an opportunity to integrate academic and practical learning experience in a small group. To be taken concurrently with Field Practice I & II.

FLDW102 **Field Wark Seminar II**

This course is a continuation of FLDP101.

FLDW203 **Field Wark Seminar III**

To be taken concurrently with Field Practice III and IV. Prerequisite: FLDW101 and 102.

FLDW204 **Field Wark Seminar IV**

This course is a continuation of FLDW203.

FLEX200 **Machine Printing Flexography**

This is a basic course in the fundamental of flexographic printing. It covers safety and housekeeping, lubrication, roll feed and web tension, the printing units, services of press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking systems, flexographic inks and their compatible solvents, ink viscosity measurements, rubber plates, Anilox rolls, ink metering systems, position and register, substrates, running problems and corrections.

FLEX300 **Machine Printing Flexography**

This is an advanced course in flexography printing on various substrates, using photopolymer and rubber plates.

FLQ101 **Large Quantity Food Basic**

This course trains the student to prepare large quantities, a requirement of the industry. Not only do students practice their culinary techniques, but they also develop the professional approaches required in the workplace. The Large Quantity Food course is a required companent of the Cook's Apprenticeship Programme. Prerequisites: FSQ101. Recammended but not required: BKT101, MT101.

FLQ102 **Large Quantity Food Advanced**

This course prepares the student to work with the realities of a commercial kitchen. Through their daily preparation of a five-course meal, students experience the demands of the workplace, work as a member of a team and learn to achieve the standards of quality required by the consuming public.
Prerequisites: FTC102, FSQ101 and 102, FLQ101/2, BK101 and 102.

FLQ203 **Advanced Internationol Cuisine**

This course prepares the student to prepare international and ethnic cuisine; covers the culinary skills required, the commonly used ingredients, cutams and culture and menu design of international cookery
Prerequisites: FTC101, FSQ101 and 102, FLQ101 and 102.

FLQ205 **Food Preparation Gorde Manger**

In this course, the student learns how to wark in one of the busiest areas of the kitchen the cold preparation area. The student will learn to prepare, store and serve various cold food items such as salads, hors d'oeuvres and canapes.

FLQ502 **Large Quantity a la Carte**

See FLQ102
Prerequisites: FTC502, FSQ501, FLQ501, BK501, BK502

FLQ502A **Large Quantity o la Carte**

See FLQ102
Prerequisites: FTC502, FSQ501A, FLQ501A, BK501, BK502A.

FLQ701 **Large Quontity Food Basic**

See FLQ101

FLQ702 **Large Quantity a la Carte**

See FSQ102
Prerequisites: FTC702, FSQ701 and 702, FLQ701 and 702, BK702.

FOO202 **Front Office Operations**

In this course, the student learns about the final two stages of the guest cycle, the service and operational tasks performed during the occupancy and departure stages. Students are introduced to the managerial function of the front office, that is, the functions of the reservation and front office manager.
Prerequisite: FOP201

FOO502 **Frant Office Operations**

See FOO202
Prerequisite: FOP501

FOP201 **Front Office Procedures**

In this course, the student learns about the first two stages of the guest cycle. These are the two highest profile functions of the hotel front office, the pre-arrival and arrival stages.

FOP501 **Front Office Procedures**

See FOP201

FP534 **Cantonese Preparation**

Students learn the basics of vegetable cutting through to the more complex skill of decorative vegetable cutting. They also study types of woks, wok handling, cooking temperature control marinating of meat, poultry and seafood, the use of starches, oil, spices, the most popular sauces, and the importance of supporting ingredients. Twenty different dishes are tought.

FP535 **Dim Sum Preparation**

In the course, approximately 15 different varieties of Dim Sum, from Har gow to Char Sui Baw, are taught, using steaming, boiling, and deep fried cooking methods.

FP536 **Chap Suey and Food Preparation**

In demonstration and through hands-on preparation, student learn most of the popular Chinese restaurant dishes, including egg rolls, pineapple chicken balls, chop suey, diced chicken and almond, etc.

FP537 **Sichuan (Szechuan) Preparation**

Students are taught to reproduce the unique sesame taste of traditional Sichuan dishes. In addition, students will learn Sichuan Dim Sum dishes

FP544 **Cantonese Preparation**

Building on skills previously acquired, the student uses different methods of cooking 20 dishes that include vegetables, especially bean cakes, fish, and shellfish, as main ingredients.

FP545 **Dim Sum Preparation**

In this course, the more complex and difficult items of Dim Sum such as twisted donut, custard tarts, and spicy chicken, are among the 20 dishes which students learn to make.

FP547 **Sichuan (Szechuan) Preparation**

In this continuation of FP537, students are taught about more complex Sichuan dishes including the Hot and Spicy, Sesame Hot, Peking Duck, Drunken Chicken, and Eight Treasures Rice.

FP54B **Borbecue Preparation**

In this course, the two types of Barbecue — Chap Suey and Cantonese — are learned by students who produce dishes such as spare ribs, pork, chicken, duck, and whole suckling pig.

FP549 **Chap Suey Preparation**

This course is a continuation of FP537.

FP400 **Classicol and Cantemparary Italian Food Preparation Techniques**

Throughout the program classical and contemporary Italian food styles and techniques are presented. These include developing an inventory of preparation, presentation and service techniques of savary antipasti, breads, eggs, vegetable dishes and salads.

FR100 **Conversational French Beginners**

Students will learn techniques to help them acquire a second language and they will develop strategies to enable them to use a basic knowledge of the language function in daily situations with native speakers.

FR101 **Canversotional French Intermediate**

The number and kinds of communicative activities possible will be greater than in the basic level class. Simple units of French vocabulary used in the business world will be studied. The student will learn to express opinions and give instructions, and be able to tell a simple story and make a simple presentaion about self, family, friends, preferences, possessions, etc. The student will be able to report on what someone else has said.
Prerequisite: FR100

FR102 **Conversational French Advanced**

A primarily canversational French course aimed at strengthening language and communication skills. A workbook with drills in advanced grammar is used to reinforce oral skills.

FSL502A

See FLQ102)
Prerequisites: FTC101, FSQ101 and 102, FLQ101 and 102, BK101 and 102.

FSQ101 **Small Quantity Food Preparation Basic**

This course prepares the student for the realities of the industry. The student is introduced to many basic preparations; practices basic culinary techniques; and develops working habits required in the workplace. The Small Quantity Food course is a required companent of the Cook's Apprenticeship Programme.

FSQ102 **Small Quontity Food Preparotion Advanced**

In this course, the student adds to the repertoire of culinary skills. The student will practice these skills within the supervised setting of the demonstration lab.

FSQ203 **Small Quantity Food Internotional Preparation III**

This course is a detailed study of culture, climate, food products and other factors influencing ethnic and international cuisines at various countries. The student will develop the skills necessary to plan international menus, modify and adapt recipes and apply these skills to the preparation of international dishes.
Prerequisites: FSQ101 and 102, FLQ102, FLQ205

FSQ400 **Italian Small Quontity Food Demanstration and Labs**

Students are introduced to the preparation of Italian cuisine through daily demonstrations and labs. Included are the traditional recipes and preparational styles of soups, pasta, rice, polenta, gnocchi, sauces and marinades used in Italian cuisine. Classes on specialized butchering, fish, shellfish and molluscs are also featured

FSQ501

See FSQ101

FSQ701

See FSQ101

FSQ702

See FSQ102

FT101

See ELS121

FT532

See ELS121

FTC101 **Food Theory Basic**

This course provides the theoretical background necessary for the practical cooking courses which follow. Students learn about the basic ingredients used in cooking; what they are, and how and why they function as they do in the cooking process. This course is a required companent of the Basic Cook's Apprenticeship Programme.

FTC102 **Food Theory Advanced**

This course is a continuation of the Basic Food Theory course. The student continues to learn the interrelation of ingredients and method of preparation. Topics covered is this course are on the examination for the Certificate of Qualification for the trade of Cook, and this course is a required companent of the Advanced Cook's Apprenticeship Program.

FTC203 **Food Theory III**

In this course, the student will learn the theory behind the preparation of cold food items such as salads, hors d'oeuvre, and canapes. Procedures for handling various raw products and storing prepared cold food items is covered.
Prerequisites: FTC101 and 102, FLQ101 and 102, BK101, MT101, Menu Planning

FTC400 **Italian Culinary Theory**

Following an introduction to the Italian "Batteria de Cucina" (cooking terminology), the origins and regional features of Itolian cuisine are presented.

FTC501

See FTC101

FTC502

See FTC102

FTC577 **Food Theory**

Terminology of Chinese cooking is discussed. Ingredients of traditional and modern Chinese food are described along with their sources, storage requirements, and the reactions which occur when they are combined.

FTC701

See FTC101

FTC702

See FTC102

FURN104 **Upholstery I**

This course introduces the student to methods of upholstering chairs, completed from existing frames. Basic methods of springing, stuffing, measuring and cutting of fabrics, and final application of fabrics are tought. The student has the option of buying the finished product.

FURN106 **Technical Drawing and Blueprint Reading**

This course is intended to provide the furniture student with basic drawing skills and the ability to read blueprints. In addition in class assignments in lettering, line weights, layout, dimensioning, etc., students will make technical drawings of all woodworking projects.

FURN107 **Design and Interiars I**

An introductory course in the elements and principles of design as a foundation for the study of furniture cabinets and interiors. Students will complete exercises to be included in their own ongoing design workbook. There will be additional exercises in freehand sketching and shading. Students will also learn where to find books and magazines and other reference materials and resources in the library and community.

FURN109 **Finishing Theory and Materials I**

Introduction to finishing materials, applications and schedules. Sample boards will be made up. Introduction to spray equipment.

FURN110 **Cabinet-making and Wood-machining I**

The student learns drawing, layout and preparation of cutting lists of elementory projects and is introduced to the use of woodworking hand and power tools in making prescribed projects. Fitting, assembly, clean-up and surface preparation of machined projects is also included. The student learns the safe, basic use of woodworking machines such as the radial arm saw, jointer, thickness planer, variety saw, mortising machine, band saw, wood lathe and shaper.

FURN111 **Woodwarking Theory and Materials I**

This course teaches woodwork theary. The student will learn the basics of lumber, seasoning, defects, hardwoods, grading, veneers, plywood, fasteners, abrasives, adhesives, saw blades and grind stones.

FURN112 **Upholstery Theory and Materials**

A study of materials, modern and historical, used in the making of upholstered furniture. Care and use of upholstering tools and equipment. Safety in the workshop. Knowledge of toxic materials used in the upholstery trade.

FURN113 **Cabinet-making and Wood-machining II**

Students learn drawing, layout, preparing cutting lists and making patterns for projects that are more complex. Fitting, assembly, clean-up and surface preparation are also included. The fitting of hardware and the use of the router are tought, along with the sate use of the radial arm saw, jointer, thickness planer, variety saw, sliding table panel saw, band saw, mortiser, wood lathe, stroke sander, belt and disc sander, drill press, horizontal borer and shaper.

FURN114 **Upholstering Theory and Materiols II**

This course includes a study of furniture frames and styles and an introduction to textile science, from fibre to fabrics. Fabric recognition, content analysis and performance testing are also included.

FURN115

See BUS117

FURN116 **Design Interiars II**

This course uses slide shows to examine the various periods in the history of furniture design. The student will learn about the change from handmade to machine made furniture and about developments in the twentieth century. Other topics covered are the role of industrial, interior and custom furniture designers and elements of design as applied to furniture. There will be a field trip to workshops of local furniture designers.

FURN117 **Finishing I**

This course is an introduction to finishing materials. The student will learn health and safety precautions with solvents and inflammatory materials, surface preparation and simple finishing schedules and the mixing and application of various stains.

FURN153 **Finishing II**

This course provides an introduction to spray equipment and instruction in motion study and spray application. An introduction to burn-in and touch-up materials, the use of glaze for antiques and rubbings schedules are also taught.

FURN154 **Upholsteryy II**

This course advances the student to the making of more difficult chair styles. It introduces the "webbing and coil" method of springing, the fitting and sewing of upholstery fabrics and the making of loose cushions. The production of a large wing chair is the final project of the course.

FURN156

This course builds on the material introduced in FURN106. Isometric and blueprint drawing are introduced.

FURN159 **Finishing Theory and Materiols II**

This course gives further uses of spray equipment and covers application, antiquing and rubbing.

FURN203 **Finishing III**

Burn-in and touch-up are taught in more detail. The use of paste filler on open grained wood is covered and water stain, wash coat and paste filler schedules are practised. Highlighting with the use of NGR spirit stain and oiled finishes is covered.

FURN204A **Upholstery III**

This course teaches methods in the manufacture of salas, love seats and other larger pieces of upholstered furniture. Decorative upholstering techniques such as fluting and diamond tufting are introduced. The recovering and rebuilding of upholstered furniture is a major part of the course.

FURN206A **Technical Drawing - Camputer Assisted**

This is an introductory course in the use of Auta Cad design software. The student will learn how to make two dimensional drawings on the computer and how to dimension those drawings and plot them onto paper. There will also be a demonstration of computer controlled machinery.

FURN212

See FURN257A

FURN213 **Furniture Production Management II**

This is an introduction to business, its role in the economy and the effect of the environment on business ownership. Emphasis is placed on the ownership of property, the pursuit of profit, different market structuring, sole proprietorship, the partnership and the corporation and their inherent advantages and disadvantages.

FURN216 **Industrial Sewing Machine Maintenance I**

This course will equip the student with a basic understanding of the types of sewing machinery used in the manufacture of upholstered furniture. The student will be introduced to the methods used in the care and maintenance of the basic machine, ordering parts, the use of the correct tools and safety practices required.

FURN219 **Woodwarking Theory and Materials III**

The student will learn the various cutting actions in wood machining using the circular saw, the bond saw, rotary cutters, wood borers, the jointer and planer and abrasive cutters. The student will be able to set up and operate machines to perform more complex operations and will be able to make jigs for a defined range of machine operations.

FURN220 **Cabinet-making and Wood-machining III**

The student will work an various veneering techniques that involve veneering a flat surface, a curved surface, an edge and edge banding. The layout and making of a chair will also be included. More advanced wood machining will be covered in this section, including overhead router work, designing and making of jigs and tool grinding.

FURN221 **Wood Finishing and Restoration I**

This course covers burn-in and touch-up. It also includes finishing without the use of spray equipment to freshen-up existing frames/chairs.

FURN223 **Cabinet-making and Wood-machining IV**

The student will make original furniture, exploring techniques which are of special interest.

FURN224 **Finishing Theory and Materiols III**

The student will caver colour matching, antiquing, glazing and highlighting.

FURN225 **Plastics in Furniture I**

An introduction to plastics used in furniture in a workshop setting prepares the student to handle and work with these plastics.

FURN226 **Finishing Theory and Materials IV**

The student will experiment and make samples to compile a comprehensive portfolio.

FURN227 **Upholstering Theory and Materiols III**

This course includes a study of many types of springing and suspensions. Upholstery styles and trends are examined and discussions are held on tufting techniques.

FURN228 **Upholstery IV**

This course teaches advanced techniques including spring-edge construction, semi-attached cushion backs and deep buttoning. Estimating for fabrics in recover work is emphasized and speed of production is encouraged.

FURN255 **Upholstering Theory and Materials IV**

This course teaches re-upholstering techniques and restoration of antique furniture, including materials and methods.

FURN256 **Technical Drawing IV**

The student will continue to develop the sketching and drawing skills learning in Technical Drawing III. In addition, presentation methods will be covered to assist in compiling the student's portfolio.

FURN257A **Design and Interiars III**

This course will apply design principles to the design of furniture. The student will design assigned objects as well as chosen objects. Topics covered include problem solving, steps in designing furniture, form, proportion, ergonomics and strength of materials.

FURN257A Design and Interiors IV
The student continues to design original furniture. The design of jigs (shop-built devices) is examined. Students focus on preparation of their individual portfolios of work for use with clients or employers. Other topics covered include: architectural blueprint reading, estimating, perspective drawings and practical considerations relating to self-employment.

FURN258 Furniture Production Management IV
Continuation of FURN115 with a focus on discussion of factors related to running a successful enterprise. Case studies, group discussions, and group presentations, are all included. Students receive practical instruction on computers and their use in business management.

FURN260 Plastics in Furniture
This course covers the theory and practice of making forms and moulds, materials used in their fabrication, polishing compounds and release agents. Metals used in furniture, their classifications and properties and their structural and decorative uses are also taught.

FURN261 Wood Furnishing and Restoration II
The student will learn further techniques of decorative furnishing, including leafing and antiquing. The student will make up colour samples for further reference.

FURN263 Finishing IV
This course teaches the technique of applying decorative finishes, the use of toners and shading lacquer and the art of applying gold leaf and other metallic finishes. The mixing, spraying and rubbing of high gloss polyester resin and catalyzed lacquers is also taught, along with aging techniques.

FURN266 Industrial Sewing Machine Maintenance II
This course applies the knowledge gained in FURN216 and provides the further knowledge necessary for the repair of the basic upholstery machine. The student will carry out many of the standard maintenance functions and repairs required to ensure consistent quality performance on the basic upholstery sewing machine.

FURN551 Upholstery Theory I
This course includes safety in the workshop, safe use of hazardous materials, discussions on upholstering tools and power equipment and materials used in upholstering.

FURN552A Wood Refinishing and Touch-Up
This course provides on introduction to finishing materials, health and safety precautions, solvents and flammable materials. Surface preparation and simple finishing schedules are taught, along with mix and applications of various stains. The course also provides an introduction to spray equipment.

FURN553 Upholstering, Springing, Cutting, and Sewing I
This course teaches the production and restoration of all types of upholstered furniture. It includes cutting and fitting of fabrics, machine sewing, re-building and re-springing and application of fabric covering.

FURN554 Finishing Theory
This course teaches the selection of different types of stains, including oil, alcohol and water and their applications. It also covers the advantages and disadvantages of various coating materials, including lacquers, shellacs, varnishes and oils.

FURN555 Technical Drawing I
This course will provide the furniture student with basic drawing skills and the ability to read blueprints. In addition to class assignments in lettering, line weights, layout and dimensioning, the student will make technical drawings of all woodworking projects.

FURN556 History of Furniture
See FURN157

FURN561 Upholstery Theory II
This course provides studies of upholstery, fabrics and furniture styles and discussion on custom upholstering restoration methods.

FURN562 Woodworking, Finishing and Refinishing
This course includes the use of liquid and paste paint remover, and provides an introduction to the use of spray equipment. The student will make up and finish a sample board.

FURN562A Wood Finishing and Touch-Up II
See FURN562

FURN563 Upholstering, Springing, Cutting and Sewing II
This course teaches advanced techniques in upholstering and re-upholstering. It includes coil-springing, spring edges, diamond tufting and semi-otched cushions.

FURN564 Re-Finishing Theory
This course covers applications of various types of paint removers, including bath paste and liquid preparations. It also covers preparation of the object prior to finishing.

FURN565
See FURN156

FURN566 Furniture Design
This course will examine issues related to the design of furniture and cabinets. Topics to be covered will include problem solving, steps in the design process, strength of materials, visual design (aesthetics) and ergonomics. Types of production will be examined, including mass production, ready to assemble, contract furniture, custom cabinetmaking and designers/makers. The student will also learn about the use of computers in design and manufacturing and reading architectural blueprints.

GCD200 Creative Designer
This computer-assisted design course enables the student to create full-colour designs. The system is equipped to capture colour images from sketches, photographs or live models and display them on a high resolution colour monitor. By the end of the course, beginners in drawing will be able to produce unique designs with exceptional fashion graphics.

GEM100 Gemmology I
In this course the student is taught the basic nature of the gem materials, their physical and optical properties and how to test and identify them. Several specialized gemmological instruments are used to identify natural and synthetic materials and the imitations by comparing the physical properties, chemical composition and optical characteristics.

GEM101 Gemstone Rendering
This course examines the application of gem materials in jewellery items through history and leads into the developments in jewellery appraising techniques. It explains the elements of appraising, the need for a comprehensive knowledge of precious metals and jewellery making techniques and the need of the knowledge of gems. A system of evaluation of all the components of appraisal is presented.

GEM102 Metal Testing and Identification
This course covers: precious metals jewellery, precious metals marking act and testing precious metals; recognizing manufacturing methods; recognizing gem setting methods; cleaning jewellery and other merchandise before appraisal; stone weight estimation and stone grading procedure; quality grading on the entire item; basic techniques in determining a gemstone's colour grade, and pricing guide and lists-comparison charts.

GEM103 Diamond Grading
In this course students undertake an intensive study of diamonds, their origin, optical characteristics, inclusions of undesirable materials, differences in colour, imperfections in cutting as well as several styles of cuts and their optical characteristics. The standard diamond grading form is used to classify and grade the stones to industry standards.

GEM110 Gemmology II
This course continues with the examination of gem materials with the emphasis on identifying the desirable characteristics as well as the flaws in composition, crystal structure, colour and the presence of undesirable inclusions. The grading of coloured stones according to origin colour, clarity and cut is practices by extensive use of gemmological equipment. More that 300 gem materials are studied.

GEM167 Gemmology
This course covers; definition of natural, synthetic and imitation gems; nature and formation of minerals, elementary crystallography, nature of light, electromagnetic spectrum, reflection and refraction of light, Snell's law and units of measurement. Lustre and transparency are defined and described. Also covered are fracture, cleavage, stability, hardness and specific gravity. The student will learn methods of nondestructive testing necessary to describe characteristics of given gems. The use of the loupe and polariscope is also taught. There will be one field trip.

GEM177 Gemmology II
This course covers: single and double refraction, birefringence, critical angle of total internal reflection, optic axis and their application in gem setting. The student will learn the use of the refractometer, polariscope, dichroscope and chelsea filter, and practice drawing of brilliant and step cuts, cabochon, doublets and triplets. Using loupe and microscope the student will learn to recognize and describe a variety of phenomena in gems. The student will also learn the principles of manufacturing synthetic spinel and corundum by Verneuil method; also differentiation between natural and synthetic substances.
Prerequisite: GEM167.

GEM267 Gemmology III
Course covers study of crystals, optic signs, methods of determining refractive index, isomorphan replacement; identification of the facets of the brilliant cut; accurate description of gemstones, including the four C's of diamond grading. Chrysoberyl, corundum, zircon, topaz and spinel will be studied in detail.
Prerequisite: GEM177.

GEM277 Gemmology IV
The study of crystallography is expanded to detailed analyses of the symmetry of the ten crystal systems. The student will work with the loupe, microscope, dichroscope and other instruments and will learn to identify natural and synthetic gems. The emphasis of the course is on gem identification and proper use of instruments.
Prerequisite: GEM267.

GEM367 Diamond Grading
Course covers: physical properties of the diamond; optical characteristics, crystal structure, etc.; proportions of brilliant cut; angles and proportions; use of instruments such as leveridge gauge and table gauge; essentials of appraisal; distinguishing diamond from synthetics and other imitations; three types of appraisal.
Prerequisite: GEM367.

GEM377 Diamond Grading
This course covers practical diamond grading. The student plots and codes blemishes and inclusions and assigns a clarity grade, evaluates florescence using ultraviolet light and colour grade by comparing the diamond with the colour comparison set, examines diamonds for proportions, steps in cutting and carat weight/size, identifies laser treatments or colour enhancements if present, grades fancy shapes and colours and mounted diamands, and studies mining and marketing.
Prerequisite: GEM367.

GEM411 Diamond Grading
In this course the student learns the physical characteristics of diamonds, their optical properties, crystal structure cleavages, fractures and susceptibility to heat and chemicals. The four "C's" (Colour, Clarity, Cut and Carat) of diamond grading are individually explained. The student must be able to label all facets of the brilliant cut, add mine cut and old european cut. Size proportions are determined by measuring and weighing methods.

GEM412 Gemmology III
In this course the student is tought how to identify a variety of natural and synthetic gem materials and imitations to avoid possible costly errors when accepting repairs. The study of uniaxial and biaxial crystals, the use of gemmological instruments to accurately describe gemstones including blemishes, inclusions and other characteristics as well as the prevalent types of cuts of different stones is oriented toward recognition and description.

GEM421 Diamond Grading
In this course the student uses the standard procedures of diamond grading. The appraising form is used to note specific characteristics of every diamond under observation. Special emphasis is placed on the use of instruments and methods of investigation to identify colour, blemishes, proportions of the cut and uniformity of facets.

GEM422 Gemmology IV
In this course the study of a variety of gemstones is continued with the emphasis on proper identification and description. Several instruments such as the loupe, the microscope, dichroscope, refractometer, polariscope, spectroscope, chelsea filters and ultraviolet lights and others are used to identify a substantial number of natural and synthetic gem materials.

GER200 Gerontology
This course provides the student with a knowledge of the demography and characteristics of the aged population.

GER201 Gerontology
This course is a psychological and social study of aging. Emphasis is on understanding the special needs of the elderly within the dental health field.

GERI101 Biology of Aging
This course will focus on the anatomy of adult body systems, age-related changes in anatomical structure and function, and age-related disorders common to the older adult.

GRAD219 Grading (Styles and Rule Tables)
The student will study and grade differently styled patterns using the hand grading machine. Four style groups are covered.
Prerequisite: PAT282.

HEAL102 Prevention & Treatment of Injuries
This course centers on recognition, immediate first aid and suggested rehabilitation exercises for various acute and chronic orthopaedic problems associated with physical activity.

HEAL103 Introduction to Health Promotion
This 34 hour course will be designed to introduce the students to lifeskills concepts that will enhance their personal and career successes and enable them to derive greater benefits from their college experience.

HEAL213 Health Promotion
This 34 hour course focuses on development of presentation and counselling skills, by requiring the student to present health promotion/wellness material in the capacity of facilitator and counsellor. A section of the course is also devoted to helping the student make informed career choices by introducing them to key resource people who are involved in current health promotion and wellness activities in the field.

HEAL301 Health Promotion I
This course prepares the student as a "change agent" in regard to facilitating the patient to becoming more accountable for their own wellness. The student will initially be introduced to basic nutrition, fitness and stress management principles.

HIST104 Generol Histology
This course is designed to familiorize the student with cell cytology and basic tissue histology - epithelium, connective and muscle tissues.

HIST105 Dentel Histology and Embryology
This course includes the general description embryological principles that govern the formation of the face, neck, oral cavity, including dentol structures.

HIST106 Histology
This course covers the basic principles of Histology, and the following topics: the cell, transport across cell membrane; nucleic acids and protein synthesis.

HIST107 Histology
This course will provide the Chiropody student with a knowledge of the primary normal anatomy and physiology of a typical human cell, of the primary issues, and of the skin.

HIST116 Dentol Histology & Embryology
Having mostered the fundomentols of general histology, students will progress to a basic course in Dentol Histology ond Embryology.

HIST202 Ceromic/Art History
This course surveys western and eastern ceramics from 5000 B.C. to pre-industrial revolution period (Egyptian, Mesopotamian, Minoan, Greek, Roman, Chinese, Korean and Japanese cultures).

HIST252 Ceramic/Art History
This course surveys the post-industrial revolution, including art ceramics of the 19th century, the art and craft movement of the 20th century, contemporary ceramics, art history, and social and creative factors.

HIST400 Advanced Dentol Histology/Embryology
This course will emphasize oral histology and embryology including the development of the tooth, its surrounding structures and the salivary glands.

HK201 Housekeeping
This course provides an introduction to the importance and responsibilities of the housekeeping division of a hotel.

HOUS111 Housekeeping Theory
This course provides the student with an understanding of housekeeping costs, organization of labour for housekeeping, contract cleaning, waste disposal, care and maintenance of building materials, equipment requirements and applications, purchasing and inventory control.

HOUS112
See HOUS111

HRM104 Human Resources Administration
This course will make the student "literate" in the issues of human resource management, including the relationship between the human resources function and the rest of the organization.

HRM201 Compensation and Benefits (Pay Equity)
This course provides an understanding of the process, issues and techniques involved in developing and administering a compensation system. The course will examine pay equity legislation and its impact on job evaluation, job class identification and comparison, wage adjustments and resulting implications for equitable compensation for all.

HRM203 Staff Training and Development
This course provides the student with an understanding of the role of training and development in human resource management and its importance as a strategic approach to improved productivity, efficiency and profitability in the organizatoin.

HRM205 Recruitment and Selection
This course explores and analyzes the processes of applicant search, screening, interviewing and selection with a view to ensuring a bias-free approach which is inclusive in intent.

HRM207 Human Resources Information Systems
This course presents the basic concepts and structure, including the usual subsystems comprising on HRIS; sets out the steps involved in developing on HRIS; and provides a survey of commercial HRIS software currently available. Collection of sensitive personal data and related privacy management will be covered.

HRM209 Human Resources Planning
This course introduces the student to human resources planning, including research techniques and appropriate use of HRIS, and provides an understanding of the essential elements of the planning process and its role in the achievement of organizational goals.

HRM211 Managing Change: A Co-Operative Task
This course examines the issues involved in facilitating organizational change and explores both tested and innovative techniques in the context of a worker/employer partnership.

HRM213 Collective Agreements: Negotiation and Administration
This course introduces the student to a study of the worker organizing processes; collective bargaining; emerging issues for negotiation such as psy equity, employment equity, sexual and racial harassment, workplace safety and environmental integrity; and administration of collective agreements.

HRM215 Employment Equity
This course examines generally accepted elements of employment equity programs from legislative, economic, human rights, and ethical perspectives. The prevailing theme of this course will be the importance of diversity in the workforce to the overall success of an organization.

HS105 Physics (Sound)
This Semester I, 30 hour course provides to the student the opportunity to develop an understanding of the physical and acoustical properties and characteristics associated with sound waves and the human hearing mechanism.

HS107 Ethics/Professional Monogement
This course explores the concept of professionalism and the responsibilities and accountabilities of the professional in our society. The ethics associated with providing health services to the community form an important part of the course.

HS108 Level I Theory and Applications
This course provides the student with the theoretical/practicum background to hearing instrument technology, the various types of hearing devices, their components and functions.

HS111 Counselling
This course will help the student to learn specific practical counselling strategies for assisting clients.

HS118 Practicum Consolidation
This course provides the student with practicum experience in hearing instrument technology, fitting hearing aids, etc.

HST358 Introduction to Mathematics
This course covers the fundamental concepts and operations of arithmetic and algebra, including geometric formulas, square root, fractions, decimols, percentages, units of measure, metric system, word problems, graphing straight lines and more.

HST518 ASL to English
The English program is divided into two parts with one section concentroting on grammor fundamentals, and the second section concentrating on development of English reading and writing skills. Literacy involves student generated writing, writing workshops, reading of both student and instructor-chosen topics and work on computers.

HST519 Moth 1
The basic goal of Moth 1 is to provide the student with a solid foundation in arithmetic, providing the foundation for a better understanding of the study of standard algebro. Course content includes: review of basic operations, order of operations, evaluation of geometric formulas, square root, properties of arithmetic, fractions, decimals and percentages, units of measure, metric system and signed numbers.

HST522 Career Planning
This course has two segments; the first is focused on classroom activities and the second is used for field trips to workplaces for observation. It is intended to help the student develop a deeper understanding about self-identity, to make informed and suitable job and career decisions. The student will also explore career planning and have the opportunity to explore different jobs of several selected workplaces. At the conclusion the student will summorize his or her findings in a Personal Career Profile and begin to plon career goals.

HST523 Introduction to Psychology
This course is a limited introduction to psychology for the deaf and hard-of-hearing student who has no previous experience in psychology. It includes relevant research on deaf people. Specific goals are: to examine some basic concepts of psychology and relate them to the world of the deaf and hard-of-hearing; to provide the student with an example of work in a regular college psychology class; to relate these concepts to the student's own life, and to teach the ability to think abstractly and apply theories to a variety of situations.

HST524 Deaf Studies I
This course will give deaf persons an opportunity to explore and understand their deafness. It will identify deaf people's attitudes toward both deaf and hearing individuals, as well as the attitudes toward deafness and deaf people in society at large. The course focuses on identifying interests and values, strengths, and limitations, and of feelings toward both the deaf and hearing worlds; as well as the role of the deaf community in educating the hearing community about deafness, and in exercising their rights in order to become effective citizens in both the deaf and hearing worlds.

HST526
Continuation of HST518

HST527 Moth 2
Math 2 is an introduction to algebra. The course also includes o review of standard geometric applications and consumer math.

HST529 Introduction to Micro-Computers
This course is presented in o manner which allows the student to build practical experience on a theoretical base through the completion of theory modules and assignments. Computer-aided techniques are developed in a series of controlled steps moving from the file structures and simple DOS commands to basic wordprocessing and two dimensional drafting. Subjects covered include: hardware, types of disks, input/output devices, software applications, database structures and DOS commands.

HST530
A continuation of HST524.

HST542 Job Skills
The life skills component encompasses job skills. The students apply to the workplace setting, the knowledge learned from life skills in conjunction with new employment skills. As well, information pertinent to their future career is taught and learned. Topics include team work, business etiquette; supervision, dealing with criticism; discrimination.

HST544 Introduction to Computers
This course covers an introduction to the concept of personal computers including input, processor (CPU) and more. The student learns the components of the personal computer (PC) and Disk Operation System (DOS) commands including formatting, writing, saving and printing.

HST546 Introduction to WordPerfect 5.1
This course introduces the power of microcomputer-based wordprocessing and the use of computers for composing reports, letters, memos, and other documents. The student learns how to use template commands (F1...F12).

HST548 Introduction to dBase IV

The students learn the new dBase IV control center and menu to create relational; enter, edit, browse through and delete records; manipulate and organize data; create and print quick, print labels and customized reports.

HST550 Introduction to Lotus 1-2-3

A clear, concise and practical approach to the popular electronic spreadsheet that combines power and flexibility with ease of use. The students learn Lotus commands and how to use arithmetic in Lotus.

HST552 Introduction to Computer Skills Upgrading I

This is an introduction to advanced techniques of WordPerfect 5.1, Lotus 123 and dBase VI. For WordPerfect, the course covers uses of the computers for composing multi-page documents and multi-column layouts, setting margins, tabs, and page lengths, and increasing knowledge of commands. For Lotus, the student explores the potential of 1-2-3 in more advanced applications and learns the extent of commands. In dBase the student works with multiple files simultaneously, exchanges data files with other programs, and uses other advanced commands.

HST554 Introduction to Computer Skills Upgrading II

This course introduces the student to the following skills an ACCPAC software: creating and maintaining a general ledger; entering accounting transactions; producing all critical financial reports; knowledge of all commands. The course also allows the student to learn a specific software package and extend knowledge of advanced commands.

HST556 Work Placement I

This course allows the student an opportunity to put learning into practice. The workplace practicum provides an introduction to the world to the world of work while maintaining a support system for the student. Both counsellor and student have the opportunity to assess the transference of skills learned to date. Also, counsellor and student can determine areas needing improvement prior to employment. The work placement brings all the course work together into a pragmatic experience.

HST55B Work Placement II

This course allows the student a final opportunity to put learning into practice and determine skill areas to be further developed. Again, the student receives program support while exercising independence in the workplace. Work Placement II is an opportunity to experience a different workplace at return to the previous worksite. The student can compare the varied workplace cultures and make decisions about his or her own workplace preferences.

HST560 Americon Sign Language I: Sociolinguistic and Social Dynamic Studies

This course has two parts; the first focuses on the sociodynamic aspects of the deaf community and their culture, the second on the sociolinguistic aspects of American Sign Language. Students also examine the ethics of the social environment on communication; examine recent research relating to ASL and deaf culture; develop understanding of various linguistic aspects of ASL and their contextual applications. Deaf culture will encourage the student to study his or her own life and analyze his or her identity.

HT105 Fuels I

This course covers fuel: types, availability, comparative cost, production, distribution, properties and characteristics, combustion principles, venting and piping design and controls and safety devices.

HT205 Fuels II

This course covers fuel: applications and handling. Code requirements, the utilization of fuels in warm air and hot water systems, and flue gas analysis and system operating efficiencies.

HT501 Oil Burner II

This course is half theory, half practical work. The student will study all necessary theory and codes in preparation for the MBM-II license examination at the completion of the module. Practical shop work is directly related to theory and involves hands-on work on both old and modern types of equipment.

HT502 Basic Electricity

This course is half theory, half practical work. The theory portion directly relates to practical applications in the trade. Each student will also build and test working projects which relate to the theory studied, and will relate to the other H.V.A.C. work later in the program.

HT510 Residential Heat Load

This course constitutes a study of the principles of heat loss and heat gain for residential structures. The student will learn about the different types of structures which are common today. Also studied are the factors which determine the insulation values of a structure such as heat transfer, personnel comfort, building materials, location, etc. This will relate to HT572, H.V.A.C. System Design.

HT514 Commercial and Industrial Gas Burners

In this course commercial gas fired heating units and their control systems will be studied. Theory will then be applied to shop projects first on simulator units and then on actual commercial burners in the shop. Both shops will use a number of different modern electronic control units. Upon course completion, the student will write the Gas Fitter I License examination.

HT521 Air Conditioning and Heat Pumps

This course is a study of the principles of central air conditioning systems and heat pumps. The student will learn about the theory behind all the components of each system and then, with shop projects, how to install, set up, test, wire the controls, and troubleshoot a residential system.

HT534 Propane Fitter II

In this course the student will study the theory and chemistry unique to propane gas and how to properly design a propane piping system, from the tank to the appliances. Ontario Codes for propane are studied in depth. At module completion, the student will be prepared to write the Ontario Propane II License examination.

HT540 Gas Fitter II

In this course the student will study the theory and codes for residential, natural gas use. Standard, mid-efficiency and high-efficiency furnaces, boilers, and water heaters are covered. Half the course is practical shop work on the equipment mentioned. At course completion, the student is prepared to write the Gas Fitter II License examination.

HT569 Electricity

This course is half theory and half practical. The theory portion relates directly to practical applications in the trade. The student will also build and test working projects relating to the theory studied, and will relate to the other H.V.A.C. work later in the program.

HT570 Residential Gas Burners

In this course, topics covered in relation to trade application include: properties of gas, gas physics, gas meters, pressure regulators, piping, venting and air supply; the atmospheric burner and its control principles; hot water heaters and conversion burners; and many shop projects on actual gas appliances and burners.

HT571 Residential Heating Equipment

This course continues from HT570 and covers central warm air systems, humidifiers, electronic air cleaners, basics of air conditioning, domestic boilers and pool heaters, mid- and high-efficiency furnaces, and theory and practical work on shop equipment. Upon course completion, the student will write the Gas Fitter II License examination.

HT572 Residential H.V.A.C. Design

In this course the student will learn how to design a heat/cool distribution system and how to redesign, update, or add on to an existing system. How to set up and balance a warm air system is also covered, as are principles of humidification and dehumidification and zone control systems.

HT573 Gas Fitter I

In this course, commercial type gas fired heating units and their control systems will be studied. Theory will then be applied to shop projects on simulator units and then on actual commercial burners. Both shops will use a number of different types of modern electronic controls. At course completion, the student will write the Gas Fitter I License examination.

HT575 Commercial Systems

This course constitutes a study of the various types of residential and commercial heating systems, including: hot water, single zone and multi-zone; steam heating, high and low pressure types; multi-boiler systems; and make up air heaters and commercial central heat/cool systems, along with control systems and components for each.

HUM104 Ethics and Values

This course investigates issues concerning the medical field from an ethical and value-oriented viewpoint. The framework of the course allows for student seminars and discussion.

HUM126 World Religions

The practice of religion is widespread and unique to humans. It shapes and reflects the deepest convictions of people about what is most important in life. This course explores the nature of religious experience and introduces the worldviews, practices and beliefs of the major world religions. A brief background in origin and development of each religion is included. Additionally, the course identifies beliefs, practices and requirements of major religions which may have bearing on the health care setting.

HUM141 The Search for Meaning

This course introduces students to the discipline and spirit of philosophy. By means of an exploration of a variety of topics, the student is encouraged to develop their skills in analysis and philosophical enquiry. The student is exposed to a number of the branches of philosophy, including logic, epistemology, ethics and politics.

HUM237 Contemporary Moral Problems

This foundation course in ethics introduces some major ethical perspectives and explores some contemporary moral issues. The student is taught to evaluate the structure of philosophical arguments, to understand their implicit assumptions and to determine the soundness and validity of such arguments. The essential goal of the course is to help the student develop his or her own thoughtful perspective on current moral issues.

HUMN104 Ethics in Chiropody

This course is an introduction to ethical thinking and problems related to the health care field, including the allocation of health care funds. Lectures, small group work, case studies and presentations will be used.

HUMN126 Canadian Studies

This course explores the nature of religious experience and introduces the worldviews, practices and beliefs of the major world religions. A brief background in the origin and development of each religion is included. The course also identifies beliefs, practices and requirements of the major religions which may have bearing on the health care setting.

HUMN142 Canadian Studies

This course includes an overview of the history and geography of Canada as a basis for discussion and analysis of economics, political issues, aboriginal rights, environmental problems and multiculturalism within the framework of Canadian society.

HUMN143 Issues in Contemporary Life

This course offers an intense and thorough examination of one particular issue of paramount importance in contemporary life. Topics such as labour, tribalism, and aboriginal peoples' rights are examples. Students are taught to investigate any issue from an interdisciplinary perspective.

HUMN144
See HUMN126

HUMN200 Chiropody in the Community (Problem Solving)

A hands-on approach to problem solving and interpersonal skills required to deal with current social and political issues affecting chiropody in Canada. Small group work, role plays and speakers will be used.

HUMN203 Arts and Humanities Project

An advanced research project in the arts and humanities.

HUMN237 Contemporary Moral Problems

This foundation course in ethics introduces some major ethical perspectives and explores some contemporary moral issues. The student is taught to evaluate the structure of philosophical arguments, to understand their implicit assumptions, and to determine the soundness and validity of such arguments. The essential goal of the course is to help students develop their own thoughtful perspective on current moral issues.

HUMN303 Introduction to Music and Art in the Western World

This course correlates music and art with history and provides a useful understanding of the meaning at a wide range of art forms. The aim of the course is to introduce the various kinds and periods of art and classical music with the hope that the student will be encouraged to seek more artistic experiences.

HUS100/200 Field Work I & II

The first unit of 400 hours consists of active participation in community agencies providing direct client service. The students function first as observers, then as co-counsellors and finally with autonomy under direct supervision. In the second placement, 600 hours provide the student with opportunity to further develop skills and approximate greater autonomy in helping through counselling individuals, families and groups. Learning contracts focus expectations of college, agency and student and are the basis for evaluation.

HUS101/201 Field Work Seminar I & II

The students meet weekly to discuss events in the field, the relationship to classroom work and problem solving. This course provides support for students with a focus on their field practice.

HUS102/202 Counselling Theory and Practice I & II

This course introduces an empathetic, problem solving model of helping: assessing, planning, contracting, treating and evaluation. In the second semester, current treatment theories are considered. Role plays and case studies are used to illustrate the skills, knowledge and attitudes most appropriate for effective helping. In the second year, a more in-depth examination, with case illustrations, explores counsellor activities in the beginning, middle and ending phases at treatment.

HUS103/203 Group Process I & II

The emphasis of this course is the development of self-awareness, communication and interpersonal skills plus understanding group dynamics. In the second year, attention turns from facilitating skills as members to leadership skills.

HUS104 Human Growth and Behaviour I

This course examines personality development and the normal age and stage developmental patterns over the entire life span.

HUS105 Sociology

This course includes an introduction to the basic concepts in Sociology and gives students some beginning objectivity for looking at behaviour in groups, institutions and general society.

HUS106 Introduction to Human Services

This course provides a beginning examination of the three areas of concentration in the Human Services Counsellor program.

HUS107 Introduction to Basic Research Skills

Through exercises and examples, the students learn how to clarify their thinking, develop clear questions and focus information collection. The learning can be then applied to program evaluation.

HUS109 Life Skills Methodology I

This course combines theory with practice and emphasises skill development and problem solving to deal with life situations under the categories of personal, self, family, work, leisure and community.

HUS110 Counselling Practice Laboratory

Students have an opportunity to practice the micro-counselling skills in a safe environment. Specific skills are identified and related to the over-all counselling process. Video and audiorecordings assist in giving the students feedback and begin skills of self-evaluation.

HUS115 Values, Ethics and Professionalism

This course explores values affecting the counselling relationship, codes of ethics of other professions (and a potential code for Human Service Counsellors), plus responsibility to clients, agency, society and self.

HUS209 Life Skills Methodology II

A continuation of HUS109.

HUS222 Addictions Cancentrotion

This course provides a historical review of people's use and abuse of chemicals, society's responses, social attitudes and relevant legislation. Dilemmas still present in the field are identified. A survey of current services concludes the course.

HUS224 Mental Health Cancentration

A historical review of the concepts of mental illness and society's responses or lack of responses form the basis for this course. It clarifies some of the attitudes, fears and misconceptions about mental illness. Modern treatment, both clinical counselling and pharmaceutical management is explored.

HUS226 Criminol Justice Cancentrotion

Crime and punishment have been a part of society since the beginning at time. A historical review sets the background for exploring key issues, dilemmas, attitudes and responses facing workers in the criminal justice field. A survey of services, statistics and current philosophies with implications for counselling identify the competencies required in this field.

HUS228 Special Studies in Addiction

The Special Studies course offers appropriate strategies in case management of clients/ patients with substance abuse problems. There is more detail about services and information to assist in prescriptively referring clients to the most appropriate service.

HUS230 Special Studies in Mental Health

The companion course when Mental Health is chasen as a major, examines in more detail many of the current drugs being used to ameliorate the physical and emotional aspects of mental illness. Case management is highlighted. The tension between hospital versus community-based treatment is explored.

HUS232 Special Studies in Criminal Justice

The different viewpoints of deviant behaviour set the background for an understanding of crime, the criminal and the services within the criminal justice system. The student is expected to be able to identify the major characteristics of the system and services. There will be a secondary emphasis on values, lifestyles and conflict.

ILLS200 Illuminated Signs

The student is introduced to the basic construction and electrical components of the boxes of illuminated signs, and to the properties and applications of plastics used for the sign faces. The emphasis is on the production of the sign faces. The student learns the different methods of masking, cutting and paint applications. Translucent films are used to produce sign faces. The student is introduced to the fabrication of channel letters.

ILLS201 Illustration I

This course examines editorial, design and advertising applications to produce illustrations in a variety of styles and techniques. This process, combined with a study of contemporary illustrators, helps the student develop the necessary skills and knowledge needed to make appropriate choices as designers and art directors.

ILLS211 Illustration III

This course continues to examine editorial, design and advertising applications to produce illustrations in a variety of styles and techniques. This process, combined with a study of contemporary illustrators, helps the student to develop the necessary skills and knowledge to make an appropriate choice as a designer and art director.

ILLS320 Illustration IV

This course focuses on the role of the illustrator in advertising. It explores the comping of layouts, television story boards, illustration for newsprint, magazine and outdoor advertising, fashion, real estate, and exotic products.

ILLS325 Illustration V

This course further develops the skills of comping of layouts and story boards, illustrations for newspaper advertisements, magazine and outdoor advertising, fashion, real estate, and exotic products. Assignments are scheduled to coincide with those of other courses. This provides the student with the opportunity of further developing and improving projects designed in other courses.

INDS222 Independent Study (Lab Projects)

In this course the student divides the five hours into individual projects in his or her selected options (e.g. throwing, hand building option-the student is required to complete additional throwing and hand building projects of greater complexity than projects in option I).

INS100 Principles and Practice of Insurance

This course offers the student an overview of the insurance business. The course includes the organization and operation of insurance, basic legal documents and applications, how to read a policy, reinsurance, federal and provincial controls, and a history of insurance.
NOTE: This is a prerequisite for all AIIC courses.

INS202 Automobile Insurance

This course introduces the student to an extensive and comprehensive study of automobile insurance, including the social and personal needs for such insurance.

INS211/213 Insurance

The student is required to demonstrate a basic knowledge of the major principles of insurance as it is relevant to property management including business interruption insurance, auto insurance, third party liability exposure, occupiers liability etc.

INS212 Insurance Against Crime

This course teaches the basic knowledge required in the handling and underwriting of crime insurance, claims examining and adjustment of crime losses and loss prevention procedures.

INS214
See INS211

INST104
See INST105

INST105 Measuring Principles

Students learn the basics of physical measurements, beginning as a physics review, followed by the basics of pressure, level, temperature and flow measurements. Several types of transducers and instruments are covered, including: pneumatic pressure elements, differential pressure cells, ultrasonic transducers, thermal couples, RTD's, orifice plates, and many others. Practical experience is provided with hands-on lab calibration, repair wiring and installation of various instruments used in the field, from pneumatic to state-of-the-art microprocessor-controlled units.

INST201 Final Control Elements

This course introduces the student to the construction details of final control elements specifically pneumatic control valves. Different types of valve bodies including globe, split body, single body, mixing and butterfly are discussed. Valve sizing and selecting a control valve complete the basic theory. Practical shop experience is provided with hands-on training in assembly and disassembly, repair and calibration of control valves.

INST202 Analytical and Environmental Instrumentation

The objective of this course is to familiarize the student with branches of analytical instrumentation which are common to both industrial and environmental concerns; to give the student an understanding of the basic principles of these instruments and hands-on experience in their operation and application; to be exposed to troubleshooting procedures of selected instruments. Theoretical concepts include conductivity, pH, viscosity, humidity, chromatography, spectrophotometry and other analyzers.

INST209A
See INST105

INST209B
See INST210

INST210 Automatic Control Principles II

The concepts of automatic control principles are introduced beginning with process terminology, hardware and configuration. Various types of controllers, fundamentals of a process loop are covered, and the student then applies the theoretical concepts such as step response, ultimate cycle, and frequency response analysis to tune the process loop. Many more advanced methods of control are explored, such as duplex, ratio, feedforward and cascade control, including Distributed Control using the Bailey Network 90 system, Moore Micro Series Smart Controllers & Transmitters and Direct Computer Control.

INST299 Technical Report

As a requirement for graduation the technicians are required to write a minimum of 3000 word report on some application or aspect of electronics. Covering some aspect not covered in theory, the student must use the resources available (such as libraries) to research a topic on their own and write a comprehensive report. This will help the student cope with those times in industry when little information is readily available to solve a particular problem.

INST310
See INST210

INT11B Field Work Practice I, II, and III

These courses give each participant approximately 600 hours of guided and supervised experience working with deaf-blind individuals. Each learner will be required to select three different placement agencies that expose them to working with congenitally and adventitiously deaf-blind persons. Students will be encouraged to do a final placement reflective of the area in which he or she plans to seek employment.

INT119 Human Growth and Anatomy I and II

The general study of human growth and development will be paralleled with the impact of deaf-blindness on development. Intervenor students will review the characteristics at each stage of development and the class will be involved in an in-depth examination of issues related to how individuals and groups communicate at each stage.

INT120 Interpersonal Skills

This course provides Intervenor students with an introduction to theories and practices of interpersonal communication. The course will follow an experiential format which encourages participants to reflect on and identity their strengths as communicators. Classes will provide each learner with opportunities to discuss and practice communication skills as well as reflect on the process whereby such skills are acquired.

INT121 Intro to Field and Community Resources

The Intervenor student will visit deaf-blind individuals in a variety of locations and will be introduced to many elements which impact on the lives of deaf-blind persons. The course is designed to provide a framework for showing the variety of ways the intervenor is significant to the quality of life experience by the deaf-blind individual. Students learn to access existing community programs to meet the individual needs of deaf-blind persons. The goals, objectives and achievements at consumer groups, service providers and government agencies will be examined in detail. The course examines income, housing, health care, and transportation issues as they relate to deaf-blind persons.

INT122 Deaf-Blind Communications I

This course includes American Sign Language (adapted), Braille, signed exact English, ATSIL, one-hand alphabet, British two-hand manual. The course includes theory on the history and development of various forms of sign language and the philosophy of communication with deaf-blind persons. Laboratory instruction and skills practice support and reinforce theory.

INT124 Assistive Devices

The learner develops an appreciation of the wide variety of assistive devices used by deaf-blind persons and is able to: troubleshoot for specific problems, assess the suitability of a device for individual consumers, and be familiar with the assistive devices program.

INT125 Sociology & Deaf-Blind Persons

Introduction to the basic concepts in sociology gives the learner some beginning objectivity and a way of looking at group behaviour, institutions, families, and society in general. The course will examine not only the way people behave but also why they behave as they do. Intervenor students are made aware of the psychological impact of deaf-blindness on different individuals. Specific attention is given to extremes in human psychological development at all ages.

INT126 Field Work Seminars I, II and III

These classes give the learner opportunities to discuss all aspects of their field placement. Through examination of issues, skills and values, the seminar supports integration of classroom theory with field practice and models mutual support among intervenors. In addition to discussion, faculty and learns will present materials relevant to work in the field.

INT127
See INT122

INT129
See INT119

INT210 Values, Ethics and Professionalism

Learners are exposed to moral and professional issues related to working in support services. The class develops skills enabling interaction with deaf-blind persons, significant others, and professionals, in a positive and supportive manner. Attention is given to the need for confidentiality of information, legal rights and responsibilities in our society. The dynamics of the relationship between intervenor and client are examined in detail. The class explores codes of ethics of other professionals and the responsibilities at consumers, agencies, society, and self.

INT216
See INT126

INT217
See INT118

INT218
See INT122

INT227 Research

Through exercises and examples, the learner discovers ways to think clearly and to develop questions and collect information. The course exposes the learner to a variety of research tools and methods of choosing, collecting and examining information. The individual's work is aligned closely with the current needs of the deaf-blind community.

INT228
See INT118

INT229
See INT126

INT231
See INT122

INT234 Current Issues and Practices

In context with the independent living movement, learners will be made aware of educational issues as they relate to deaf-blind children, educational and social opportunities for deaf-blind adults, and housing options for deaf-blind persons. Classes will focus on detailed exploration and dialogues on social policy issues relevant to intervention. Learners will also develop appropriate methods for analysis of issues and concerns.

IPO500 Group Vocational Exploration and Assessment

This course is a structured, systematic exploration and assessment of the individual's interests, skills, and abilities as they pertain to their vocational choices. Psychometric tests, self-report inventories, and group discussion are the techniques used to increase the person's awareness of themselves in these areas.

IPO501 Life Skills

Through a variety of techniques, students will explore and practise skills in such areas as effective communication, assertiveness, stress management, time management, decision making, goal setting, conflict resolution, problem solving, resume writing, research skills, positive feedback, and lifelong planning.

IPO502 Academic Preparation-English

In this course, students are provided with the opportunity to review basic written and verbal English language skills in preparation for college training programs.

IPO503 Individual Vocational Research and Assessment

This course allows students the opportunity to apply the various skills they have acquired from IPO500 to evaluate their individual career options. Students conduct their research and assessment projects independently based on a plan developed in course IPO 504.

IPO504 Vocational and Personal Counselling

During individual sessions with the counselling staff, students will discuss those vocational and personal issues influencing their vocational options which are not covered in the group classes. The counsellors employ a methodology which allows students to evaluate the merits of each of their options and ultimately, to strategize how to achieve their vocational choice given the current personal and societal realities facing them.

IPO505 Academic Preparation-Mathematics/ Computer Literacy

In this course, students are provided with the opportunity to review basic mathematics skills or to familiarize themselves with Macintosh computers/IBM PCs in preparation for college training programs.

IS101 COBOL I

This course provides an introduction to COBOL. Students develop algorithms and apply techniques of structured program design in developing COBOL programs for processing sequential files.
Prerequisite: IS115.

IS103 Programming

This course deals with structured programming, top-down problem solving, and design of algorithms. Students apply these skills in other courses for developing computer programs using various languages.
Prerequisite: IS115.

IS104 Management Information Systems

This course deals with the features of DOS along with the features of a database management system. Participants will implement a Management Information System involving several programs employing structured-programming principles using the language features of the database management system.
Prerequisite: IS115.

IS107 Introduction to Information Systems

This course will enable the student, given written procedures representative of the business environment, to use a PC-based word processor to produce a number of layout characteristics; use a PC-based data base manager to create a data base, perform inquiry and update; and use a PC-based spreadsheet to organize and manipulate numerical data in a table format.

IS115 Introduction to Information Systems

This introductory course acquaints students with the use of computer systems to satisfy business information needs. Programming is introduced, with emphasis on problem solving and structured program design. Computer-based activities include use of DOS to manage files and use of database software to develop programs for business applications.

IS200 COBOL II

This course introduces VSAM concepts and terminology for COBOL programming. Modula programs for business transactions using COBOL-85 will be coded and tested. Topics include JCL, Access Method Services for VSAM, subprograms, VSAM entry-sequenced data sets and key-sequenced data sets, and alternate indexes.
Prerequisites: IS101, IS103.

IS204 Advanced Programming

Structured logic and modular program design for online processing will be applied in a CSP environment. A multi-user, menu-driven, commercial system, covering applications such as accounts receivable or payroll, will be implemented. Topics include Cross System product application development, utilities and file maintenance under CSP, online concept, user interface, alternate keys, and multi-user design in CSP.
Prerequisites: IS200, IS210, IS205.

IS205 Database Management Systems

This course deals with the theory and features of database management systems along with features of a fourth generation language such as SQL, to manipulate data in a relational database. Participants will design a relational database system for a specific business application.
Prerequisites: IS103 and IS104.

IS206 Programming in C

This course introduces the C language as a vehicle for writing programs to deal with business applications. Emphasis is placed on problem analysis, structured top-down program design, readable code, input validation and program testing.
Prerequisite: IS103.

IS208 Advanced Information Systems Topics

This course deals with the analysis and design phases of a typical business application using Structured Systems Analysis and Information Engineering techniques. Participants will construct and implement a major system in a microcomputer-based relational database management.
Prerequisites: IS200, IS205 and IS210.

IS210 Systems Analysis and Design

This advanced course deals with the data, information and control requirements of decision support systems. The successive phases of the system life cycle, from conception through post-installation review are examined. Specific relevant techniques are applied in exercises and projects.
Prerequisites: IS103, IS104.

IS216 Operating Systems and Networks

This course surveys hardware and operating systems software of microcomputers, data communications, and mainframes. The course includes detailed examinations of the architecture of PC-AT compatible microcomputers, the DOS Operating System, Local Area Network Architectures, Novell NetWare, the IBM 370/390 Architecture, and the functional components of multi-user mainframe operating systems.
Prerequisite: IS210.

IT405 Introduction to International Trade

The course will cover: world economic environments; varied cultural environments; political and legal environments; marketing to the world; international product policy; distribution; international promotion; pricing in international markets; market planning and the organization and control of international marketing; free trade implications.

IT410 International Banking and Finance

In this course the following topics will be covered: capital needs for international trade; working capital; market penetration costs; capital investment; sources of government and other international funding for international trade operations; foreign commercial payments; financial risk and risk management; commercial risk; political risk, foreign-exchange risk; management of financial risks; hedging; foreign exchange options and the role of business partnerships and joint ventures in international trade.

IT420 International Communications

The course focuses on written and oral communications within the international business context. Using Hofstede's Dimensions of Culture and the cultural experiences of class participants, students will identify and use appropriate styles and formats for communicating with clients in a variety of representative business cultures. Because the course emphasizes grammar, usage, and readability as essential to effective communications, a certain amount of time will be devoted to the improvement of these skills.

IT425 International Market Cultures

In this course the student is prepared for global business environments including: the areas of protectionism and trade restrictions; assessing the cultural dynamics of global markets; cultural knowledge (factual knowledge, interpretative knowledge, cultural sensitivity and tolerance); culture and its elements; cultural exchange (culture barrowing, how similarities can be illusions); resistance to change; planned cultural change and consequences of innovation.

IT430 Faculty Directed Research

Students in this course and IT465 will develop a working knowledge of international trade and the development a marketing plan. Because of the competitive need in international trade, as part of the strategy, excellence and quality will be emphasized. A work experience component between semesters will be spent in the workplace as co-operative work experience. This experience should have a "hands-on" approach whereby the student will perform and learn at a productive level.

IT435 International Traffic and Transportation

Students learn: methods of transportation; insurance; documentation preparation and handling; proforma invoices; instalment shipments; invoicing errors and adjustments; entry and exit of goods; inspection and control; liability for duties; freight costs; excise; liquidation; mail and parcel post and courier; ocean, air and truck transportation; dutiable status; currency conversion; temporary free importation; refunds and drawbacks; excess goods and shortages; damage and deterioration; marking and packaging requirements.

IT440 International Trade Law

This course provides an overview of the bases for legal systems, jurisdiction in international labour disputes, legal recourse in resolving international disputes; protection of intellectual property rights; inadequate protest; contract law; offers and acceptances; the role and importance of oral contracts; commercial law within countries, international conventions; counter trade laws; Canadian and other laws that apply to import and export trading and as they apply to Canadian companies abroad; technical standards as trade barriers.

IT445 International Negotiation, Bids and Purchases

Students learn to access government services and sponsorship; government and I.F.I. funding and support programs, where to start planning; getting preliminary approval; developing the project plan; what documentation is needed; prequalification and procedure; risk and risk management; differing technical and professional standards; writing the proposal; giving references; getting approval and completing an agreement; negotiating and closing the deal.

IT455 International Business and Strategic Planning

The need for meticulous research and extensive planning and preparation will be addressed. Strategic planning and market planning processes will be studied. The student will also examine alternative distribution channels and the factors affecting the choice of these channels. Other areas that will be studied are distribution patterns and relationships with a range of distributors, agents and other intermediaries.

IT460 International Customer Relations

Students examine the differences in customers in other parts of the globe and how to relate to them and serve them. The student will look at relationships between cultures and business customs, required adaptation of services, modes of doing business, business ethics including bribery, differences between developed countries and less developed countries, departure from socialism, domesticization of the product or service abroad and establishing acceptance for the product and methods of doing business.

IT465 Faculty Directed Research
See IT430

IT470 Customs Procedures

In this course the following topics will be covered: documentation (commercial invoices, permits, quotas, import and/or export licenses, bills of lading, certificates); trade terms; methods of payment; customs commercial system; Customs Act; implementation of the Customs Act; excise tax; import duties; sales taxes and the general sales tax; free trade and its implications; free trade zones.

JWL160 Introduction to Jewellery

In this course the student learns the basic skills of metal-work. The student learns to use the measuring instruments; jewellers' saws and files and soldering equipment by completing a number of relevant projects in brass. The ultimate projects are a round and a hexagonal box made to exact specifications.

JWL165 Theory of Specialty

In this course the student learns the principles of filing and sawing, the types of solder and soldering techniques, alloys used in jewellery, pickling procedures for soldered objects, bandaing theory (formulas), the theory on designing the round and the hexagon boxes, the theory an working with tubing.

JWL166 Grinding and Polishing

In this course the student is instructed in the theory and in practical use of cutting compounds such as carborundum laps and other hard and semi-hard abrasives. Felt laps and their use and a variety of brushes are also introduced.

JWL171 Goldsmithing II

In this course the student is required to produce four projects of their own design in silver. The projects are: pendant, brooch, ring and earrings or cufflinks. Each of the four projects must be approved by the professor and completed within the specified time limit to a predetermined quality standard.

JWL175 Theory of Specialty

In this course the student is introduced to silver and the ways it can be finished such as texturing, oxidising, repausse and others.
The student also learns the principles of basic gem setting, charcoal and cuttlefish casting and ingot making.

JWL176 Grinding and Polishing

This course covers the theory in the use of rouges and the step-by-step instruction in grinding and polishing ring castings to manufacturers' standards.

JWL202 Gem Setting

The student is required to manufacture seven practical projects in either brass or silver The projects are: four claw tubing setting, four claw tubing and wire setting, four claw wire setting, octagon, baguette, marquise and pear shape setting. Principles of basic setting preparation are explained and demonstrated.

JWL251 Jewellery Repair

In this course the student learns the basic repairs of jewellery items supplied by college staff and students. Among the repairs are: ring sizing, chain soldering, broach pin catch soldering, soldering charm bracelets, removing stones from simple settings and replacing, soldering spring rings and making ball.

JWL252 Jewellery Repair

In this course the student is taught how to test jewellery items for proportions of content (carat) of gold and silver, how to remove pearls from repair items, retipping of ring settings, engraving rings on shenks and general repairs supplied by the public.

JWL261 Goldsmithing III

This course consists of assigned compulsory projects which are designed and then executed by the student using a combination of techniques. Every project has a set time limit and a predetermined completion date. Students must complete: two wedding rings, one ring without and one with stone(s), one pair of earrings (silver), one bracelet (sterling silver and other materials). Several designs are required for each project. The student also makes 10 rings, 10 pairs of earrings and 10 bracelets by one of the production methods.

JWL265 Theory of Specialty

In this course the student learns the principles of casting and the making of wax and ceramic molds. The industrial method of sprueing and investing of wax models, firing of molds, centrifugal and injection wax casting is also taught. Principles of alloying of gold and silver and the characteristics of gold alloys are taught concurrently with casting project.

JWL271 Goldsmithing IV

Time limited projects for this course are: one necklace or broach in 10k gold, one pair of earrings in 14k gold, one dinner ring in 18k gold and a line of fashion jewellery. The projects may be made by using the following techniques: fabrication, inlay, repausse, casting, reticulation, alloying, anodising, raller printing, fusing, mokume, patinaing etc.

JWL275 Theory of Specialty

This course covers: fusing of filings into metal electroplating, different methods of acid etching, soft soldering, shakudo (Japanese alloys), mokume gane, aluminum anodising, titanium, tantalum, niobium anodising and hard soldering in investment.

JWL277 Gem Setting

In this course the student is required to make thirteen practical projects. Among the projects are four and six claw single or multistone settings, bead raising, star cutting and star setting bath ladies' and gents' rings

JWL351 Jewellery Repairs

Course covers a comprehensive exposure to mast real-life repair situations. Pieces of jewellery from the public are used to provide practice and instruction. Marking is based on a record of work undertaken during the regular class periods and a time-limited practical exam given at the end of each term.

JWL352 Jewellery Repairs

This course is a continuation of JWL351 and covers a comprehensive exposure to most real life repair situation. Pieces of jewellery from the public are used to provide practice and instruction. Marking is based on a record of work undertaken during the regular class periods and a time-limited practical exam given at the end of each term.

JWL361 Goldsmithing

Four major projects of student's design are developed in consultation with the instructor. The projects incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor, the fourth is chosen by the student and developed in consultation with the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid far.

JWL365 Theory of Specialty

Course introduces a wide variety of techniques and concepts. Projects utilising the subject matter are often required. Subjects covered can include: hollow ring construction; family ring; eternity ring. Safety is a prime concern. Correct handling of materials and procedures are explained and the student will be required to follow these. Marking is based on a blend of the marks given for required projects and for the mid-term and semester-end written exams.

JWL371 Goldsmithing

Student executes four major projects of his or her own design, developed in consultation with the instructor. The projects will incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid for.

JWL375 Theory of Specialty

Course provides an introduction to wide variety of techniques and concepts. Subjects avereed can include: hat forging and making simple steel chasing and repausse tools, shaping and fitting of gravers; platinum and palladium fabrication and finishing techniques; forging. Safety is a prime concern. Correct handling of materials and procedures are explained and the student will be required to follow these directions.

JWL411 Theory of Specialty

In this course the student learn the principles of design of various hand tools (gravers, pushers), the theoretical requirements for settings preparation, the various concepts and types of setting and where and how to use them for the type of setting practised in JWL418 course.

JWL418 Gem Setting V

In this course students learn to measure, cut, file, saw, and drill with specialized tools and equipment, shape and sharpen gravers, prepare a set of tools for gem setting work and work with flex shaft and a variety of burrs. The setting projects include setting solitaires, star cut bead setting, prang setting, several patterns of bead setting, bar top setting, bezel setting, retipping prongs and pinpoint setting.

JWL421 Theory of Specialty

This course is designed to familiarize the student with a large variety of setting types, their specific characteristics, where and how to apply them and the theoretical requirements of each. The settings covered are those listed in the practical course JWL428.

JWL428 Gem Setting VI

This course covers: setting centre stones in prongs for the following shapes: octagon, oval, raund, pear, heart, marquise; setting stones in "V" shape (heart, pear, marquise); baguette, channel, multiple channel, trench bead, fish tail, pre-cut bead, pave and tension setting.

JWL466 Jewellery Repair Practical

Students learn shop safety procedures and injury prevention. The skills taught are: cutting, sawing with jewellers' saws, filing techniques, drilling techniques, use of pickling solutions and ultrasonic cleaning, soldering techniques, melting of metals, annealing procedures, rolling mills, buffing and lapping, plating, buffing, sizing rings with or without stones, retipping and replacing prongs, riveting and making settings out of tubes and out of wires.

JWL476 Jewellery Repair Practical
This course is the continuation of practical repair procedures. The student learns the skills of repairing chains. fabricating a link chain, making pins and catches fro pendants, making a box catch, making bezels for stone settings, repairing claws, making mounts for baguette stones, making cluster ring settings, etc.

JWL9150 Jewellery Model Making I
This course is offered through the Continuing Education Department. The student learns through theary and hands-on experience how to transfer design into wax carvings ready for castings. Design and model making problems are identified and analyzed through individual and class assignments.

JWL9200
A continuation of JWL9150.

KB105 Keyboarding I
This course will concentrate on the skills required to develop a minimum keyboarding speed of 25 words per minute with a maximum of five errors over a five-minute period.

KB108 Keyboarding II
This course will concentrate on the skills required to develop a minimum keyboarding speed of 35 words per minute with a maximum of five errors over a five-minute period.

KB111 Keyboarding Skill Development II
This course will concentrate on the skills required to develop a minimum keyboarding speed of 40 words per minute with a maximum of five errors over a five-minute period.

KB204 Keyboarding III
This course will concentrate on the skills required to develop a minimum keyboarding speed of 45 words per minute with a maximum of five errors over a five-minute period.

KB214 Keyboarding IV
This course will concentrate on the skills required to develop a minimum keyboarding speed of 55 words per minute with a maximum of five errors over a five-minute period.

KB221 Keyboarding Skill Development IV
This course will concentrate on the skills required to develop a minimum keyboarding speed of 50 words per minute with a maximum of five errors over a five-minute period.

KB300 Keyboarding Skill Development V
This course will concentrate on the skills required to develop a minimum keyboarding speed of 50 words per minute with a maximum of five errors over a five-minute period.

KB502 Basic Keyboarding
This is an audio-visual course and practice technic to enable the student to achieve a touch typing speed of approximately 30 wpm on a five-minute speed test with fewer than four errors. Ten words are deducted from the gross word count for each error.

KB507 Keyboarding
The student will learn to prepare and format basic and advanced documents using keyboarding skills learned on a variety of machines, enabling the student to work independently in a clerical/secretarial position. The student will attain a minimum typing speed of 40 wpm. Emphasis will be placed on proofreading from handwritten materials.

KINE101 Kinesiology I
Based on a "systems" approach, the course includes the study of skeletal, articular and muscular areas.

KINE102 Kinesiology and Biomechanics I
Through a series of modules, the students develop an understanding of the introductory biomechanical concepts applied in clinical practice for orthotists and prosthetists.

KINE110 Kinesiology II
The specific areas of the body are studied as integrated functional units. The stability and mobility of joints are examined and implications are made for movement design and safety.

KINE205 Dental Kinesiology (Biomechanics)
This course will examine the anatomy and physiology of the dentulous and edentulous mouth. Topics covered will include structure and design, force transmission and other physical and mechanical aspects.

LAB 104/114/203/213 Laboratory Procedures
Students receive hands on instruction and experience in fabrication procedures and technical set-up for the variety of prosthesis and orthosis seen in the Clinical Techniques course.

LAB307 Specialty Pre-Graduate Lab Experience II
This course will involve the students in one of the following areas of practice; orthodontic, crown and bridge and ceramics, complete and partial dentures.

LAW102 Legal Terminology
A practical study of legal terms and concepts organized by legal subject areas, including constitutional, criminal, tort, family, contract, corporate, and property law, and civil procedure, caselaw and statutes, focusing on the needs of the court reporter for quick comprehension and correct spelling and pronunciation.

LAW103 Legal Terminology
A practical study of legal terms and concepts organized by legal subject areas, including constitutional, criminal, tort, family, contract, corporate, and property law, and civil procedure, caselaw and statutes, designed to familiarize the student with the nomenclature used within the legal community.

LAW104 Distribution Management Law
This course covers the major principles of Canadian law (federal and provincial) as they apply to physical distribution and includes the basic law of contract, tort law and liabilities, insurance law as it applies to the transportation of goods and the liability of common/private carriers.

LAW105
See LAW111

LAW110 Contract Law
This course covers the five items required to make an enforceable contract and the results when there are problems.

LAW111 Business Law/Real Estate
This course introduces the student to the nature and origins of law and provides him or her with an understanding of statutes, the common law, equity, the court system, torts, contracts, agency law and creditor rights.

LAW114 Employment and Human Rights Law
This course examines legislation existing and under consideration concerning human rights in the workplace, along with all other matters related to employment and its compensation.

LAW120 Criminal Procedure
An overview of the procedural rules for the conduct of a criminal law case, designed from the court's point of view, with a focus on preliminary hearings, trials and appeals; legal terminology; titles, purpose and mandatory format of documents in a criminal case; roles and duties of courtroom personnel.

LAW202 Business Law I: Law for Legal Secretaries
A general survey of Canadian law, including both substantivative and procedural aspects, designed to complement the students' practical studies in legal office administration. Topics include criminal, tort, family and constitutional law as well as civil procedure.

LAW203 Business Law II: Law for Legal Secretaries
A continuation of the general survey of substantivative and procedural issues in Canadian law dealing with contract law, real estate, wills and estates, landlord and tenant, employment law, corporate law, and human rights legislation.

LAW204 Law Insurance and Security
This course provides the hospitality student with a layperson's knowledge of law and specific knowledge of hospitality law, insurance, methods of protecting the security of guests, enforcement of house policies, and related legislation.

LAW214 Legal Implications in Health Care
A study of the Canadian legal system as it applies to hospitals and health records administration with a focus on pertinent legislation and caselaw. Topics include confidentiality and access to health records; risk management and quality assurance; consent to treatment; substitute consent; the law of negligence.

LAW218 Civil Procedure
An overview of the rules applying to courtroom procedure in the province of Ontario designed from the court reporter's point of view with a focus on the legal terminology used in courts, the titles, purpose and mandatory format of documents forming a case docket, and the roles and duties of courtroom personnel.

LAW301 Health Care System, Jurisprudence and Professional Relationships
This course provides an overview of the health system in the Province of Ontario and the law as it applies to the health care worker. The rights and responsibilities of employing agencies, the chiropodist and the patient are examined.

LAW302 Contemporary Legal Issues
An introduction for court reporters to the legal community in Ontario, including the police, trial and appeal courts, family and youth courts, coroner's court, special examiners officers, administrative tribunals, prisons and jails, and Queen's Park.

LAW501
See LAW506

LAW506 Law and Insurance
This course gives the hospitality student an overview of the Inn Keeper's Act, other legislation and various codes and acts related to the hotel industry. It includes basic terminology used by legal counsel and various inspection agencies.

LAW 576
This course aims to give the student an understanding of the laws regulating the hospitality industry, mainly concentrating on laws related to the services of foods and beverages.

LETT101 Lettering
See SIGN550

LETT502 Lettering and Typography
History of lettering, current usage, terminology and current type faces will be studied. Practical application in pencil, pen and ink, felt tip marker and instant lettering will be rendered.

LIBS105 History of War-Part I
This course studies the developments of war to the conclusion of World War I.

LIBS110 History of War-Part II
This course continues the history of war to include developments to the conclusion of World War II.

LIBS115 Framing Reality: Film Documents
Can film "capture" reality? This course will introduce the technologies and ideologies of a variety of film-making practices.

LIBS125 Being Human-Part I
This course studies the psychological principles that affect everyday life. This course must be taken with LIBS 130.

LIBS130 Being Human-Part II
This course continues the study of human nature to cover sociology and philosophical thought. This course must be taken with LIBS 125.

LIBS132 Being Human: Self, Society and Meaning
This interdisciplinary course introduces the student to the foundations of psychology, sociology and ethics and serves as a basis for general education courses in the social sciences and humanities. The student will explore basic themes and issues related to self-development and public participation within the changing Canadian milieu, and develop the knowledge and generic skills required to deal with these changes and to influence their lives and environment in a responsible and meaningful way.

LIBS300 Living with Dying
This discussion-centred course examines the topic of dying and death using the frameworks of philosophy, psychology, sociology and everyday experience. The course explores the social, cultural and personal meaning of dying and death.

LIBS301 Social Psychology
This course focuses on how we think about influence, and relate to others. Social thinking deals with self-perception, attitudes and social beliefs. Social influence covers cultural sources of attitudes, conformity and persuasion. Social relations deals with aggression and altruism, prejudice and attraction, conflict and peace making.

LIBS700 Introduction to Sociology and Human Relations
This course introduces students to basic themes and issues of self development and public participation in the changing Canadian milieu. To develop the knowledge and skills they will require to deal with these changes and to influence their lives and their environment in a meaningful and responsible way.

LIBS702
See LIBS132

LITH100 Machine Printing Offset
This basic course covers the fundamentals of offset lithography using 10" x 15" presses, including feeding, register, dampening system, ink control and running of one colour and two colour projects.

LITH110 Machine Printing Offset
The student learns offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. Topics covered include good housekeeping and safety, lubrication, measuring instruments and devices for press operators, cylinder arrangements, both alcohol and conventional dampening systems, inking and registering systems, and plates, paper and ink as related to the press operator. Applications involve the operation of a single colour press running one and two colour projects.

LITH220 Machine Printing Offset
This advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covers fundamentals of two colour offset lithography, feeding, register systems, ink systems, dampening systems, cylinder arrangements, press familiarization and theory and practical applications of two colour offset printing and four colour process project.

LITH230 Machine Printing Web Offset
This is a basic web offset course and covers the orientation and operation of the Solna Commercial III web offset press (36" x 22 3/4" cutoff). Course content includes plate bending and plate locking procedure, press and folder familiarization and operation, web-up procedure, plate installation, damp-up and ink-up procedure, rolls stand tension control and installing paper rolls and safety and good housekeeping. Projects run during this course involve uniform colour, register and fold book signatures.

LITH310 Machine Printing Offset
This course covers one and two colour projects reproduced on book and coated stock. Special attention will be paid to all aspects of commercial work, particularly register and colour control using the densitometer.

LITH320 Machine Printing Offset
This course covers cylinder arrangements for two colour presses, application of alcohol dampening and the use of the densitometer. Projects run during this course include two-colour and process work.

LITH330 Machine Printing Web Offset
This course reviews the work in LITH230 and includes the make-ready and running of more complex projects. Course content covers press make-ready of one colour, two-sided with 1/2 fold, changeover to double web operation as well as make-ready and running of double parallel fold with two colours on two sides. Projects involve uniform colour, register and folded book signatures.

LITH540 Machinery Printing (Offset Lithography)
The teaching of the fundamentals of the lithographic printing process is the main emphasis of this course. Students will begin by printing single colour work; multi-coloured projects will involve single printing units and the use of the T-51 second colour unit.

LTPR101 Machine Printing (Letterpress and Narrow Web Flexography)
Students learn letterpress and flexographic printing processes and also involves the study of hot foil stamping, embossing, die cutting and numbering. The student gains an understanding of packings, letterpress inks and common problems which would be encountered in a shop situation. Emphasis is also placed on general maintenance and good housekeeping. Instruction is given to running a narrow web flexo label press, with emphasis on tensions, inks and compatibility to stocks and the use of dies.

LTPR300 Die Cutting/Embossing/Narrow Web Flexo
Following a review on platen presses as required, the course covers die manufacturing processes, die cutting and creasing, perforation, slot cutting, plate sinking, hot and cold embossing and foil stamping.

LTPR539 Machine Printing (Letterpress & Narrow Web Flexography)
This course involves the study of the letterpress and flexographic printing processes. Students will gain an understanding of packings, letterpress inks and common problems which would be encountered in a shop situation.

MACH104 Machining Fundamentals
This course introduces the student to the basic fundamentals of machine shop practice. It is a practical and theoretical introduction to manufacturing fundamentals and covers topics such as machine shop safety, use and operation of hand tools, drill presses and tools, cutting tools and lathe theory, use of milling machines, and grinding theory.

MACH105
See MACH104

MACH205 Computer Aided Design/Drafting
After initial introduction and theory lectures, the third-semester student will follow an individually paced program, in the form of module projects using AutoCAD software, designed to highlight the course content. Some of the topics covered are: an introduction of microcomputers, basic DOS commands, two-dimensional geometry, blocks, file management and utilities.

MACH205 Computer Aided Design/Drafting
The fourth-semester student will be guided from the basics of computer-aided 2-D drawing to advanced 3-D design drafting and editing using UNIX-based ICEM software. The student will gain practical experience by completing module projects drawn to ANSI Drafting Standards.

MACH206 3D Advanced Smart CAM/APT
The course is designed to develop and apply the principles covered in course 2D Intermediate SmartCAM. The student will expand the use of programming tools and aids to increase programming efficiency in the completion of complex manufactured parts. The course allows the student to build practical experience upon a theoretical base through the completion of assigned projects.
Prerequisite: 2D Intermediate SmartCAM

MACH214 Diemaking
The theory and practical subjects covered in the course are as follows: die materials; die parts; types of dies; types of press-tool dies; press calculations; types of presses; cutting theory and calculations; blank development and calculations; draw and bending die theory and calculations; die fits; standard parts from catalogues; operator safety and cost efficiency; constructing a basic press-tool die and setting up a punch press; developing a part to acceptable standards and principles of die design

MAIN113 Maintenance Theory
This course familiorizes the student with building structures, systems and components requiring preventative remedial or emergency maintenance, contract systems, contract tendering and administration for commercial, residential, industrial and mixed use properties.

MAN104 Management Theory I
This course introduces the theory and practice of management in the Canadian context. Emphasis is placed on organizational culture and environment, decision making, planning, motivation, leadership and communication skill.

MAN114 Management Theory II
This course presents human resource management and the control process, legislation affecting HRM, performance evaluation, departmental budget preparation and social responsibility and ethical considerations.

MAN200/203 General Management I and II
Students will understand and be able to demonstrate basic management skills in an office environment. Topics include: current management theories, motivation, delegation, team-building techniques, communication, coaching staff, effective meetings.

MAN201 Maney Management and Banking
Emphasis in this course is on student understanding of capitalization for the different forms of business ownership, bank loan negotiation tools, government financing, tax considerations for money management, budgeting and control of assets and liability.

MAN202 Internal Business Management
Students are required to demonstrate an intimate knowledge of management by objectives in relation to the successful management of a small business. As well they will gain a working knowledge of recruiting, hiring, training, motivating, evaluating and promoting of employees.

MAN204 Fundamentals of Management
This course gives a realistic picture of a manager's job and the changes introduced over the past few years. It points out the skills that managers must apply to achieve crucial goals and performance standards. It also shows that managing within an organization is a mixture of intuitive and scientific decision-making judgement, the application of skills and the performance of various roles.

MAN212 Operations Management Applications
This course will combine the theoretical and practical knowledge necessary to function effectively in the fashion and apparel industry. Emphasis is put on solutions in product planning, scheduling, manufacturing and distribution methods as a management function. There will be extensive use of computer software and project management techniques.

MAN214 Management Theory II
This course refines techniques of managerial planning, organizing, controlling and directing in health care settings. Areas covered include problem analysis, job design, delegation, committee work, departmental budgeting and proposal writing and presentation.

MANG300 Small Business Management
This course covers the basic elements concerned with managing a small business. The course covers the business considerations that are involved in administration of a Dental Laboratory.

MARK100 Introduction to Marketing
This is an introductory course in the philosophy, theory and application of modern marketing concepts, principles and techniques. The student will examine the contribution of marketing to society as a whole and the role and functions of the marketing department in a business or non-profit organization. Important topics include the marketing environment, consumer behaviour, market segmentation, market targeting, positioning, and the development of the marketing mix (product, pricing, promotion, and distribution strategies).

MARK101 The Sales Aspect of Marketing
Persuasive presentation skills -whether for a product, service, idea, issue or one's own viewpoint-are essential for success in business. The emphasis in this course is on the "Need Satisfaction Selling System" as a model for developing, preparing, and executing presentations designed to satisfy identified customer needs. The course makes extensive use of role playing, audio-visual aids, project work, and video taping to develop professional selling skills, and introduces basic record-keeping.

MARK102 Advertising Management
This course is designed to teach students how to analyze a marketing situation and write a formal advertising plan with appropriate recommendations. Topics include customer, product and market analysis; product positioning; advertising objectives; creative strategies; media strategies and execution; control and evaluation. Working in small groups, students write a plan to solve the problems of a complex marketing case study.

MARK105 Marketing I
In this course, the hospitality management student will explore the basic principles of marketing and their application to the hotel business.

MARK110 Sales Promotion
The student will conceive, design and recommend appropriate sales promotion and/or publicity strategies, based on the marketing background and goals of specific clients-local firms, College organizations, the School of Business, etc. Specific topics include news releases, publicity events, twelve basic sales promotion techniques, point of purchase materials, legal considerations, and how to judge the effectiveness of these activities

MARK112 Marketing
Marketing involves the study of the 4 Ps and how products or services can be successfully designed and sold in the marketplace.

MARK113 Marketing Your Business
An introductory course in modern marketing. Topics include consumer and Industrial market segmentation (identification of needs, market size, trends); interrelationships between consumer and company goals, environmental factors and the marketing mix (product, price, distribution and promotion); and marketing research. Students will be assessed on their ability to demonstrate an understanding of the market system.

MARK200 Product Planning and Pricing Policies
This course covers strategies leading to new product marketing decisions including product planning and development and product strategies as well as branding, packaging and labelling. It also includes customer and company consideration in determining product pricing for greater profits. This course includes both texts and a major industry project. The student may use the personal computer for cash flow analysis.

MARK201 Marketing Channel Organizations and Systems
This course concentrates on the operation, policies and marketing management of wholesalers and retailers with particular emphasis on retailers. It then shifts emphasis to consider the channel as a sales system from manufacturer to end user, to identify conflicts and maximize efficiency. This course includes both texts and major product or projects.

MARK202 Marketing Research
Utilizing text, cases and a major project, this course provides practical experience in estimating the value of information, defining the information required for decision-making, developing appropriate research methodology and sampling, data collection, analysis and presentation of findings. The student uses the personal computer to tabulate data.

MARK203
See MARK105

MARK204 Public Relations and Publicity
This course defines and explains the role of P.R. for the firm. Topics include the preparation of news releases for all media; running of press conferences; development of effective campaigns to stress various aspects of products, individuals and the corporate image and the handling of all aspects of external communication by the firm, other than paid commercial messages. The course uses text, cases, and on industry project.

MARK205 Marketing Management I
This course, with MARK106, interrelates elements of the marketing mix that were studied separately in previous semesters, by comparing various strategies and their underlying causes, and relating these to company objectives. MARK205 pays particular attention to product, price and marketing planning and strategy. This course uses text, cases and oral and written presentations.

MARK206 Marketing Management II
This course provides an intensive survey of management decisions relating to buyer behaviour, distribution and promotional strategies. The study of real company cases will provide the student with a deeper understanding of business problems in these areas. This course uses text, cases and oral and written presentations.

MARK207 Marketing Management III
In this quantitative approach to marketing analysis and decision-making students apply a variety of packaged programs on the computer, including forecasting, regression correlation, sensitivity analysis and linear programming. Other topics include an introduction to computerized MIS, analysis and optimization of the firm's marketing resources and a computerized marketing simulation.

MARK208 Marketing II
In this course, the hospitality management student will continue to study marketing, especially food and beverage advertising, sales promotion, public relations, personal sales and menu preparation. Students will work in small groups and create a plan for an event related to the hospitality industry which will take place at the college campus for the benefit of the entire student population.
Prerequisites (preferable, but not essential): MARK105, MARK203.

MARK208 Fundamentals of International Marketing
The business student in this course will cover: the world's economic environments; the varied cultural environments; the political and legal environments; marketing to the world; international product policy; distribution; international promotion; pricing in international markets; market planning and the organization and control of international marketing.

MARK209 Marketing III
The emphasis of this course is on the completion of the marketing plan for a hotel for one full calendar year. This hotel will be targeted as your final semester management project for Financial Management and Front Office Operations.
Prerequisites: MARK208 (Culinary Management), MARK208 (Food and Beverage Management)

MARK211 Advertising and Sales Promotion
The purpose of these courses is to provide knowledge and competence in the marketing strategy for residential and commercial properties including marketing research, marketing segmentation, consumer behaviour, promotional methods and public relations.

MARK212
See MARK211

MARK216 Marketing Your Business
The student will be assessed on his or her ability to demonstrate an understanding of the market system and the steps required to ensure successful marketing of a product or service. This includes consumer behaviour, marketing strategy, product management, promotion and pricing.

MARK219 Service Marketing
This course will focus on the marketing of a service business with particular emphasis on the marketing of a small service business. Some topics covered are market research, planning promotion, pricing, after sales service and consumer behavior.

MARK300 Industrial Marketing Management
Following a review of the unique aspects of marketing to industrial users, the course focuses on activities and problems encountered in the management of industrial marketing. Major topic areas are illustrated and discussed through the case method, while a competitive computer simulation provides an overview and illustrates the financial impact of various strategies.

MARK301 Marketing Information Systems
This course is designed to familiarize marketing students with data processing techniques and to develop skills required for the analysis and design of computerized information systems. Concepts will be reinforced through the use of case studies and computer practice.

MARK302 Marketing Management for Service Industries
From banks to fast food to non-profit organizations, service accounts for forty percent of the consumer dollar and fifty percent of non-government employment, and is growing. This course focuses on those unique properties of profit and non-profit service organizations, to illustrate how they frequently lead to problems and solutions that are not typical of product marketing. Cases and industry projects will be used.

MARK303 Marketing Regulations
The course surveys laws and regulations that affect marketing, as enacted by all levels of government; self-regulation of industry; and trends in Canada and abroad that could influence marketing activities in the future. While regulatory material is too broad to cover in its entirety, each student is encouraged to become expert in a specific area of interest.

MARK576 Marketing and Merchandising
This course provides the student with a basic understanding of marketing in a hospitality operation, and how all aspects of the operation contribute to its marketing.

MATH106 Mathematics
This course is a review of symbols, factoring, fractions and laws, linear equations, solution of two and three unknowns by determinants, elimination and substitution, exponents and radicals, solution of quadratics by factoring, square completion and formula, ratio, proportion and variation and graphs: co-ordinate systems and plotting functions, extrapolation of graphs, and interpretation of "bar" and "pie" graphs.

MATH114 Mathematics of Finance I
This course will teach the student to carry out basic financial calculations and to analyze mathematical aspects of business problems in a logical manner. Topics in commercial mathematics include breakeven analysis, trade and cash discounts, simple and compound interest, promissory notes and loan repayment schedules.

MATH115 Mathematics of Finance II
This course will provide a further understanding of financial mathematics. Topics covered include bath simple and general annuities, amortization, sinking funds and bonds.

MATH116 Mathematics for Data Processing
This course teaches the student the basic mathematical calculations required for data processing. Topics covered include binary, octal, and hexadecimal arithmetic, sets, logic, Boolean algebra, solution of equations by Gaussian row reduction and matrix calculations.

MATH117 Mathematics
This course covers review of basic operations, fundamental laws of algebra, equations and formulae, whole number exponents and simple roots, scientific notation, operating calculators, functions, graph of a function, graphs from experimental data, application, load line, linear equations, algebraic solution of linear equations, solving linear systems by determinants, applications to electrical technology, trigonometric functions, right triangle with applications, ratio and proportions, variation, factoring, quadratic equations, solution by completing the square and quadratic formula.

MATH121 Statistical Methods
Students will learn how to describe terms used in descriptive statistics, organize data, compute measures of central tendency, compute measures of variability, pool data from different samples, and compare data drawn from different populations.

MATH125 Mathematics of Merchandising
Upon completion of this course, the student will be able to develop a mathematically oriented merchandise plan that will meet company profit objectives. Topics include discounts, markups and markdowns, stock planning, turnover and sales planning.

MATH127 Mathematics
This course covers vectors and oblique triangles, applications of vectors, sine and cosine law and their application to electrical technology. J operator, complex numbers, basic operations with complex numbers, polar form of complex numbers, application to A.C. circuits, graphs of trigonometrical functions, phase angles, composite trigonometric curves, equations of higher degree, remainder theorem, factor theorem, synthetic division, rational and irrational roots of an equation.

MATH131 Mathematics (Graphics Arts Related)
This course is designed to provide basic skills in mathematics to enable the student to handle formulae relating to graphic arts practice; to produce and interpret graphs resulting from empirical data related to the cost and production of printed material; and to be familiar with the units and practice of copyfitting and paper stock.

MATH132 Mathematics (Graphic Arts Related)
This course provides further skills in algebra and trigonometry. The topic of vectors is introduced as an aid to the physics course.

MATH139
This course reviews basic mathematical skills and covers financial calculations involving applications of compound interest and annuities, stocks and bonds.

MATH141 Mathematics
This course introduces the basic notions of algebra and trigonometry. We apply these to the solution of practical problems in electronics. The fundamental concept of a "function" is stressed. Only basic arithmetical skills are assumed known to the student.

MATH142 Mathematics
A continuation of MATH141. This course covers radical equations, trigonometric identities, and an introduction to calculus. In the latter part, limits, derivatives of algebraic functions, minimum and maximum tests and practical applications are covered.

MATH148 Mathematics
This course provides a basic knowledge of mensuration, ratios and percentages, merchandising practices, simple and compound interest and ordinary annuities.

MATH151 Mathematics
A lab component using Math CAD (available in the CAD room network) is part of this course, which follows MATH141.

MATH152 Mathematics
This course continues the study of the foundations of mathematics. We see math as bath a language and as a way to develop critical thinking skills. These skills are developed through the solution of critical problems. We begin the study of Calculus, one of mankind's greatest achievements.

MATH155
This introductory business mathematics course reviews basic arithmetical skills and covers residential and commercial property taxes, business taxes, income tax and simple interest calculations.

MATH156
This course covers property, life and car insurance; merchandising mathematics including markup, markdown and discounts; foreign exchange transactions; and compound interest.

MATH166 Applied Mathematics I
This course includes: fundamental concepts and operations; a brief review of basic geometry; trigonometric functions of any angle; solution of triangles; factorization in algebra with applications to fractions and equations; and quadratic functions and equations.

MATH167 Mathematics
This course includes: systems of linear equations; some systems of non-linear equations and the solution of certain types of equations; exponents and radicals; and exponential and logarithmic functions.

MATH168 Mathematics and Applied Mathematics for Pianos.
The piano technician student will cover the mathematics required to do the calculations required in PHY133.

MATH176 Applied Mathematics II
This course covers: proportion and variation problems; quadratic equations; trigonometric functions of any angle; vectors and oblique triangles; exponents and radicals; conic sections; and applications to financial equations.

MATH204 Introduction to Epidemiology
This course includes measures of disease occurrence, measures of association, measures of risk, source of error, data information sources, disease causation, and a review of study designs.

MATH206 Mathematics
This course covers analytical geometry. Included are: plotting graphs by using the proper co-ordinates; algebraic exponential and logarithmic functions; equations of higher degree; remainder and factor theorem; rational and irrational roots; and progressions.

MATH211 Hospital Statistics
This course covers rates and proportions, data collection, statistics review and report writing.

MATH213 Medical Statistics
The student will learn how to define and compute rates commonly used in vital statistics, analyse data from observational and analytic studies using X2-student-t, F-Test, Linear regression and ANOVA, prepare quarterly reports on utilization of hospital resources, and prepare critiques on statistical reports.

MATH214 Statistics I
At the end of this course, the student will be able to identify some good uses and some abuses of statistics, read and present data in a variety of graphs and tables, select appropriate sampling techniques, calculate measures of central tendency and dispersion and solve problems using either normal or binomial probability models.

MATH215 Statistics II
This is a continuation of MATH214 and covers statistical inferences and estimation, hypothesis testing, CHI Square tests, linear regression and correlation, and time series. Successful completion of MATH214 and 215 is equivalent to MATH255 and will enable the student to proceed directly to MATH267, the B- grade requirement for CGA exemption still applies.

MATH219 Service Marketing
This course will focus on the marketing of a service business with particular emphasis on the marketing of a small service business. Some topics covered are market research, planning promotion, pricing, after sales service and consumer behavior.

MATH221 Statistical Methods for Medical Science
This course covers probability distribution, sampling distribution, hypothesis testing, regression and correlation analysis, analysis of variance and covariance and non-parametric methods.

MATH222 Applied Mathematics III
This course covers trigonometric identities and equations; rotation and translation of axes; polar co-ordinates; fundamentals of analytical geometry in three dimensions; polynomial functions and equations; Descartes Rule; Newton's method; interpretive techniques; probability; frequency distributions; measures of dispersion; method of least squares, curve fitting.

MATH227 Mathematics
This course covers: exponential and logarithmic functions, properties of logarithms, logarithmic and exponential equations, fundamental trigonometrical identities, sine and cosine of the sum and difference of two angles, double angle and half angle formulas, trigonometric equations, inverse trigonometric functions, straight line, circle and parabola, polar coordinates, Boolean algebra, binary and decimal number systems, symbolic logic, logic variables and operators, truth tables and function maps, application to circuits, limits, derivative, differentiation of algebraic functions, applications of the derivative.

MATH230 Applied Mathematics IV
Covered are: concept of a limit; definition of the derivative as a limit; differentiation of algebraic and non-algebraic functions; applications to analytic geometry and motion analysis; maxima and minima with applications to practical problems; area under a curve; concept of integration; integration of algebraic functions; definite and indefinite integrals with applications.

MATH231 Mathematics
This course requires problem solving involving: all trigonometric ratios, plotting rectangular and polar co-ordinates and applying the plats to colour circle problems.

MATH232 Mathematics
This course introduces the student to computer programming and solving problems in basic estimating for printing and related costs, as well as developing a computer programme of the cost centre application to a hypothetical printing plant. The course covers statistical methods for quality assurance and control in a variety of systems within the printing industry.

MATH233 Applied Mathematics III
The course covers trigonometric identities and equations; polynomial functions and equations; Descartes Rule; rational and irrational roots; Newton's Method; concept of limit and continuity; definition of derivative; techniques of differentiation; applications of differentiation to Analytic Geometry and Mechanics, curve sketching; applied maxima and minima problems; and related rate problems.

MATH234 Applied Mathematics IV
This course looks at definite and indefinite integrals. Applications are length, area between curves, volumes, velocity, acceleration, centroids, moments of inertia, radius of gyration, work, fluid pressure, average value of a function. Also covered is probability and statistics, which includes data analysis, frequency distributions, measures of central tendency, measures of dispersion.

MATH236 Mathematics
This course covers analytical geometry: line, circle, parabola, ellipse, hyperbola, translation of axes. Practical applications are included.

MATH237 Mathematics
This course covers differentiation of power functions and implicit functions, tangent and normals, related rates, applied maximo and minima problems, indefinite integral, definite integral, area under a curve, application to areas and waveforms, numerical integration, application to electrical technology.

MATH237A Mathematics
This course covers trigonometric identities, sine and cosine of the sum and difference of two angles, double angle and half angle formulas, trigonometric equations, inverse trigonometric functions, straight line, circle, limits, derivatives, application of derivatives, related rates, applied maxima and minima problems, differentiation of power functions and implicit functions.

MATH241 Mathematics
A continuation of MATH142. The study of calculus is extended, culminating in the Fundamental Theorem of Calculus. This course covers derivatives of trigonometric and transcendental functions, indefinite and definite integrals, area and volume integrals, averages and RMS, and techniques of integration.

MATH248 Mathematics
This course covers analytical geometry, differential calculus, differentiation, practical applications, integration, the definite integral, areas under curves and volumes. Differential equations are introduced. Practical applications are included.

MATH251 Mathematics
See MATH241. A laboratory component is also included.

MATH253 Optimizatian
This course will introduce the student to a systems approach to solving business problems using mathematical models. Topics include inventory control under certainty and under risk, decision trees, and markov models.

MATH255 Quantitative Methods I
This course is a rigorous introduction to statistical theory and methodology. Topics include probability, the normal distribution, sampling, estimation, hypothesis testing, and Boyesian decision analysis. It is of particular interest to the accounting student planning to pursue CGA accreditation.

MATH262 Mathematics 3
This course will include the following: Basic fundamental concepts and operations, brief review; metric system, units, conversion, plane geometry, trigonometry, algebra and solving linear equations, simultaneous equations, determinants and exponents and radicals.
Prerequisite. MATH176.

MATH267 Quantitative Methods II
This course is a continuation of MATH255. Topics include regression, time series analysis and index numbers, analysis of variance and linear programming. Microcomputer software will be used to illustrate concepts. Completion with a grade of B- or better will qualify the student for an exemption from the CGA's QM2 requirement.
Prerequisite: MATH255 or equivalent (MATH214 is insufficient preparation for this course).

MATH272 Mathematics 4
This course will include: study of limits, derivative of standard expressions, derivative of powers and implicit functions, maximum and minimum problems, the indefinite integral, trapezoidal rule, areas and volumes by shell method, centroids and applications.
Prerequisite: MATH262.

MATH301 Mathematics
This course covers limits, differential, the applications of the derivative, curvilinear motion, related rates, and curve sketching. Other topics include integration, how to define and integrate integrals, numerical integration, applications of integration, mensuration, and the average value of functions.

MATH321 Mathematics
This course covers review of differentiation and integration, methods of integration, logorithmic, expanential, trigonometric forms, inverse trigonometric forms, integration by parts, integration by trigonometric substitution, integration by partial fractions, expansion of functions in series, MacLaurin series, Taylor series.

MATH322 Mathematics
Course includes Fourier series and their application to electrical technology, differential equations, separation of variables, integrable combinations, linear differential equations of first order, linear differential equations of the second order, applications, Laplace Transforms, application of Laplace Transforms to electrical problems and electrical technology.

MATH357 Applied Statistics
This course covers descriptive statistics, probability, and probability distribution.

MATH351 Mathematics
An advanced mathematics course for technologists. The course explores applications of the derivative and integral to series approximations (Taylor, MacLaurin, Fourier), solutions of differential equations using classical techniques, and the Laplace Transform method. A strong background in calculus (Math251) is required.

MATH358 Applied Mathematics V
This course covers review of trigonometric identities and basic trigonometric formulae; differentiation of non-algebraic functions (trigonometric, inverse trigonometric, logarithmic and exponential); applications to curve sketching, related rates and max-min problems; methods of integration (power formula, logarithmic, exponential and trigonometric forms, integration by parts and by substitution); use of tables; applications to mensuration and mechanics.

MATH360
See MATH358

MATH368 Applied Mathematics VI
This course covers expansion of functions in series (MacLaurin and Taylor's series, Fourier series); differential equations; separation of variables, first and second order differential equations (homogeneous and non-homogeneous); solving differential equations by Laplace Transforms.

MATH369
See MATH368

MATH508 Mathematics
This course is a combined instructional and refresher course in the application of basic mathematical techniques required by the apparel and related industries. The application of mathematical skills in computing ratios, profit markups, markdowns, discounts, percentile factors and the various formulae for use by industry participants are taught.

MATH513 Mathematics
This course is the third in a series designed to hone the skills developed in basic algebra. It includes basic properties, linear equations and inequalities, exponents and polynomials, quadratic equations, and systems of equations.

MATH519 Mathematics
This course is the basic course in numeracy and calculations in whole numbers.

MATH523 Mathematics
This course is the fourth in a series designed to enhance and apply the skills developed in MATH513. It includes conic sections, relations and functions, logarithms and trigonometry.

MATH529 Mathematics
This course is designed to develop the student's basic mathematical skills. It covers the basic calculations of whole numbers, fractions, decimals, percent, ratio and proportion, and measurement.

MATH531 Mathematics
This course is the second in a series which is designed to develop the student's basic algebra skills. It covers the language of algebra, linear equations, polynomials, factoring, and systems of equations.

MATH533 Mathematics
In this course, Semester I covers the application of square root, percentages, interest, measurement, weights and measures, the right angle triangle, trade algebra and metric conversions. Semester II covers business, mathematics, sales, commission, banking, wages, salary, payroll, and record-keeping.

MATH534 Mathematics
This course reviews the basic arithmetic skills to ensure that the student is capable of doing the technical mathematics related to furniture production and design. Topics include whole number, fractions, decimals, percentages, ratio and proportion, perimeter, area, volume and board feet. Basic trigonometry applied to right angle triangles is included. Special emphasis is placed on problem solving and dimensional analysis.

MATH535 — **Mathematics**
This course reviews the basic arithmetic skills to ensure that the student is capable of doing the technical mathematics related to upholstery and woodworking. Topics include whole number, fractions, decimals, measurement, percent, ratio and proportion, perimeter, area, volume and board feet. Practice is given in using grids to maximize use of materials in the cutting process.

MATH537 — **Mathematics**
This course focuses on mathematical problems related to operating a small business. Considerable attention is given to the basics of bookkeeping. Topics include application of percentages in commercial discounts, simple interest, instalment purchases, payroll deductions, T-accounts, preparing income statements and balance sheets.

MATH53B — **Mathematics**
This course consists of Semester I, covering the applications of square root, percentages, interest, measurement, weights and measures, the right angle triangle, trade algebra and metric conversions; and Semester II, covering business mathematics, sales, commission, banking, wages, salary, payroll and recordkeeping.

MATH539 — **Mathematics**
This course covers trade-related business mathematics and includes the topics of: profit, loss, discounts, interest, annuities and bookkeeping; practical geometry; trade-related formulae and equations; an introduction to trigonometry; problems with cones, tapers and proportions, circle square and triangle; ratio and proportion.

MATH54B — **Mathematics**
The course includes: fundamentals concepts and operations; a brief review of basic geometry; trigonometric function of any angle; solutions of triangles; factorization in algebra with applications to fractions and equations and quartic functions and equations.

MATH554 — **Business Mathematics**
This course focuses on mathematical problems related to operating a small business. Considerable attention is given to the basics of bookkeeping. Topics include application of percentages in commercial discounts, simple interest, instalment purchases, payroll deductions, preparing income statements and balance sheets.

MATH561 — **Mathematics**
This course will enable the student to solve trade related calculations by applying the Pythagorean Theorem. Also included will be a review of temperature conversions, kinds of triangles, and measurements of angles and degrees.

MATH561 — **Mathematics**
This course covers percentage, simple interest, profit and loss, discount, tax, loans and financing. Ration, proportion, direct and inverse proportion, gear speeds, pulley speeds, and flow ratios are also studied, as well as pipe capacities, cross sectional area, flow in pipes, and trade problems as applicable.

MATH579
See MATH155

MATH586
See MATH156

MATH700 — **Mathematics for Pre-Health**
This course prepares the student for entry into a post-secondary, health-related program and provides a background in basic mathematics. Students learn some applied skills related to the health sciences, such as the preparation of solutions and dosages.

MATN403 — **Maternity Newborn Nursing - Theory**
This theory course develops basic knowledge, skills and attitudes necessary to care for mothers and their families during the maternity cycle.

MATN411 — **Maternal Newborn Nursing - Practical**
This course offers a practical opportunity to apply knowledge, skill and attitudes learned in MATN403 in the nursing care of maternity patients.

MC533 — **Practical Meat Cutting**
It is in this course that the student learns the essential skills of the trade; how to break down and cut meat in a competent manner, and how to use the trade's many tools and pieces of equipment safely and efficiently.

MCT533 — **Trade Theory**
This course provides the theoretical background necessary to the student to cut and merchandise meat for a grocery store meat department. The theory learned in this course is applied in MC533.

MECH100 — **Mechanics**
This course introduces forces and basic principles of mechanics, equilibrium, shear force and bending moment diagrams, applications of equilibrium, friction and properties of areas and solids.

MECH105 — **Engineering Science**
Properties of matter, mass, weight, specific weight, specific gravity, velocity and acceleration will be reviewed. Pressure and heat concepts will be dealt with in detail. Friction will be expanded to include lubricated surfaces. Machines and characteristics of machines are discussed. Fluidics and instrumentation will receive an elementary introduction

MECH111 — **Mechanics of Fluids**
This course includes basic fluid properties, types of fluids, fluid pressure and resulting forces, pressure units, forces on submerged plane and curved areas, buoyancy and stability, flow of fluids, viscosity, laminar and turbulent flow, equations of continuity and Bernoulli, energy loses due to friction, practical applications on all the above topics.

MECH117 — **Mechanical Drafting I**
This course will build on the principles covered in Technical Drawing I. On completion of the course the student will be able to apply conventional drafting standards and principles to create fully annotated engineering drawings of various mechanical details. The course will include the following topics: auxiliary and sectional views; sub-assembly and assembly drawings; bills of material; drawing office procedures.

MECH120 — **Mechanics**
This course studies stress and deformation, materials testing, torsion, beams, beam stress, beam deflection, combines stresses, columns, joints and moment distribution.

MECH203 — **Mechanisms**
Course includes linear motion, angular motion, curvilinear motion, velocity and acceleration diagrams of mechanisms and lubrication theory.

MECH330 — **Theory of Structures**
The various loads acting on a building and their effect an structural design are analysed in this course. Particular emphasis is placed on analytical and graphic analysis of structural elements.

MECH331 — **Building Engineering**
this course builds on the concepts explored in MECH330. Topics include structural steel and reinforced concrete structural design.

MECH351 — **Mechanics of Fluids**
This course looks at properties of fluids, fundamentals of fluid flow, flow in pipes with friction loss, looping and branching pipe flows, open dam flow, forces developed by moving fluids and fluid machinery.

MECH362 — **Theory of Structures**
This course reviews non-destructive testing of materials; structural analysis of statically determinate and statically indeterminate structures including deflection computation of beams and trusses; analysis of building bents and frames.

MED219 — **Sports Medicine**
This course is designed to give the student an understanding of various aspects of sports injuries. This will include etiologies, pathologies, managements, and the factors influencing the treatment of the athlete.

MEDI202 — **Media and Techniques I**
This course introduces the student to the use of still and video photography in graphic design and advertising. Through a series of lectures, demonstrations and short assignments, it traces the historical development of the photograph as a means of bringing verisimilitude to the printed page as a convincing presentation of merchandise, foods and fashions. The course discusses black and white and colour film, print quality, lighting, retouching and effective cropping.

MEDI305 — **Media and Techniques**
This course enlarges upon the use of photography, film, TV and video through examination of the role of the art director from concept to production. The student is encouraged to use photographic and video equipment to probe individual creative resources. Emphasis is placed upon research, marketing and media planning for more effective communication with the target audience. Flexibility allows the student to work on assignments related to the elective

MEDI315 — **Media and Techniques IV**
This course exposes the student to the role of the art director and the possibilities of photography, film, TV and video. It continues to emphasize the role of research, marketing and media planning. The student in both electives will use the facilities to improve the material for the portfolio.

MENU401 — **Italian Menu Development**
This course exposes the student to the variety and format of Italian menu design and engineering. A study of Italian food products and standards will precede a description of unique purchasing methods. Menu planning, costings and marketing will be included as part of the introductory part of the program. During the latter portion of the program, students will be expected to demonstrate techniques and menu knowledge in a featured dining experience.

MENU402 — **Menu Planning II**
This course will provide the student with an increased understanding of how to apply the principles of menu planning in the health care sector and how to recognize the various factors influencing menu acceptability.

MENU577 — **Menu Planning**
Traditional and modern Chinese menus are discussed and prepared with regard to patterns, combination of items, presentation and introduction to costing.

MILL502 — **Workshop Practice**
The student will practice the use of various types of tools and equipment in effecting simple repairs of sewing machines. The proper use of gauges, micrometers and measuring instruments as well as basic tools will be practised. The student will learn safety practices, machine shop organization, maintenance procedures, scheduling and simple welding.

MIX103 — **Mixology**
In this course, the student learns how to set up and run a bar, and how to make basic cocktails.
Prerequisite: Sanitation and Safety

MIX576 — **Mixology**
In this course, the student learns basic skills in cocktail preparation and bar operation.
Prerequisite: SAN576.

MIX586 — **Advanced Mixology**
In this course, the student develops speed and dexterity in bartending and food service in order to achieve professional standards
Prerequisite: MIX576.

MP201 — **Financial Management Projects**
in this course, students work in groups to create an actual restaurant plan and prove its viability. They must apply the theory they have learned and make it work in the equivalent of an "in the real world" situation. The course culminates in a public presentation by each group to peers, instructors and industry personnel.
Prerequisites: ACC207.

MSN410 — **Medical Surgical Nursing - Practical**
This course provides a practical opportunity to apply knowledge, skill and attitudes related to medical-surgical nursing problems.

MT501 — **Meat Theory**
In this course, the student gains a theoretical understanding of meats. Through a study of meat structure (which includes seafood, fish and poultry), the student will be able to identify appropriate methods of handling, preparing and cooking various cuts of meat.

MT501A
See MT501

MT544 — **Business Procedure**
This course prepares the student to run a meat-cutting business, and includes how to service customers, merchandise the product and control costs.

MT544A
See MT544

MT701
See MT501

NC515 — **Computer Assisted Manufacturing**
Students get practice and theory through the completion of theory modules, assigned projects and the programming and operation of a variety of C.N.C. machine tools. Computer numerical control programming techniques are developed in a series of controlled steps moving from basic two dimensional C.N.C. programming and machine operation to three dimensional computer assisted part programming and operation of multi-axis machining centres.

NC516 — **Tool/Fixture Design**
This course introduces the students to the importance of fixture/tooling design in relation to computer numerical control manufacturing. The student will look at fixture design, clamping methodology and palletization techniques.

NC517 — **Machine Parts Process Planning/ Quality Assurance**
This course introduces the student to the methods of processing a manufactured C.N.C. machined part from start to finish. It also introduces the student to statistical methods of quality assurance, required to meet the manufacturing specifications of a machine part drawings and customer requirements.

NU111 — **Nursing Theory 1**
This course will discuss Orem's Self-Care Deficit Theory with emphasis on assessment of the individual's ability to meet universal and developmental self-care requisites. The second part of this course will present the basic foundations, beliefs, and values of nursing. Attention will be given to the development of a professional identity with emphasis on responsibility and accountability. Legal implications for nursing will be presented.

NU112 — **Nursing Practicum**
This course will provide specific opportunities for students to apply Orem's Self-Care Deficit Theory to individuals in the community and in simulated situations in the Learning Resource Centre (L.R.C.).

NU113 — **Human Relations**
This course will discuss methods of developing effective interpersonal skills. Communication specific to health care delivery will also be explored.

NU121 — **Nursing Theory II**
This course will discuss Orem's Self-Care Deficit Theory with emphasis on assessment of the individual's ability to meet his/her health deviation self-care requisites in relation to common health deviations. Methods of prescribing nursing assistance will be presented. This course will continue to explore information about nursing and the law and professional responsibility as a member of the health team. Current trends in nursing practice will be addressed.

NU122 — **Nursing Practicum II**
This course will provide selected opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals in maternal-newborn, in continuing care, and in simulated situations in the Learning Resource Centre.

NU201 — **Theory of Nursing Practice**
This course will focus on the assessment, planning and implementation aspects of the nursing process with reference to Orem's Self-Care Deficit Theory in the promotion of health. Nursing interventions related to common body responses, manifestations and common health deviations will be discussed and applied to case studies. Aspects of professional organizations and legislation will be presented.

NU202 — **Introduction to Sociology**
This course introduces students to the sociological perspective and uses it to examine the relationship among individual life experiences, current public issues and changing social institutions, with an emphasis on Canadian society.

NU212 — **Nursing Practicum II**
The students will have an opportunity to apply the nursing process with reference to Orem's Self-Care Deficit Theory to the care of selected clients/patients in hospital and continuing care settings. The focus of this course will be assessment, planning and implementation and evaluation of nursing care.

NU220 — **Pathology and Therapeutics**
Body responses and manifestations related to common health deviations are discussed as well as the therapeutic interventions.

NU231 — **Nursing Theory III**
This course will discuss Orem's Self-Care Deficit Theory with emphasis on assessment of the individual's ability to meet his/her health deviation self-care requisites related to specific diagnostic and therapeutic interventions. Methods of prescribing nursing assistance will also be presented. This course will explore Nursing Ethics as it relates to the practicum. Emphasis will be on the role of the nurse as a patient advocate. Discussion of current trends will continue

NU232 — **Nursing Practicum III**
This course will provide selected opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals who require specific diagnostic and therapeutic interventions. The setting for this practicum will be the acute care facilities and simulated situations in the Learning Resource Centre.

NU241 — **Nursing Theory IV**
This course will discuss Orem's Self-Care Deficit Theory with emphasis on the assessment of the individual's ability to meet health deviation self-care requisites. Methods of prescribing nursing assistance will also be presented. Maternal-newborn and mental health are studied. Current trends in mental health care and maternal and child care will be discussed. Related legislation such as the mental health act will be explored. As well, the student will be introduced to his/her role regarding membership in profession nursing organizations, such as, the College of Nurses, the Registered Nurses Association of Ontario and the Ontario Nurses Association.

NU242 — **Nursing Practicum IV**
This course will provide opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals with common mental health deviations and individuals with common health deviations in the maternity cycle. The setting will be mental health facilities, obstetrical units and simulated situations in the Learning Resource Centre. Consolidation will focus on the elderly in the acute care setting.

NU313 — **Nursing Practicum III**
The student will apply all aspects of the nursing process with reference to Orem's Self-Care Deficit Theory to the care of individuals/groups in acute care settings and the community. The student works toward functioning independently within the nursing assistant role as an active member of the health team in a preceptorship module.

NU351 — **Nursing Theory V**
This course will discuss Orem's Self-Care Deficit Theory with emphasis on the assessment of the individual's ability to meet self-care requisites. Methods of prescribing nursing assistance will be presented. Two components will address common health deviations a) adults and b) children. This part of the course will explore implications for nurses regarding the Child Welfare Act. Current and future trends in health care will be discussed.

NU352 — **Nursing Practicum V**
This course will provide opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals who require specific therapeutic interventions and whose health is in the range of moderately to severely ill. The setting for this practicum will be in acute care facilities for adults and children and in simulated situations in the Learning Resource Centre. Consolidation will focus on individuals in acute care setting.

NU361 — **Nursing Theory VI**
This course focuses on the integrative phase of nursing. Emphasis will be on developing leadership skills, and interdependence, as an active member of the health team.

NU362 — **Nursing Practicum VI**
This course will provide opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals on all levels of the health illness continuum. Emphasis will be on consolidation of all previous learning experiences.

NURS107 — **Nursing Theory**
In this course, an introduction is given to the role and behavioural modes acceptable in nursing. Emphasis is on optimal health and its relations to the health continuum and the concept of self-care. Components of nursing processes are studied as the method of nursing.

NURS108 — **Nursing Practice**
In this course, nursing skills are taught and co-related with nursing theory. Planning and supervised learning experiences for skills development are provided in the nursing laboratory, continuing care setting and community agencies.

NURS220 — **Nursing Theory - Level II**
In this course, common nursing problems are studied along with the effects of prolonged bed rest and institutionalization. The concepts of rehabilitation and reality orientation and validation therapy are presented.

NURS221 — **Nursing Practice**
In this course, the student begins to utilize the nursing process in caring for one to two clients. The focus is on nursing interventions to assist clients to meet their basic needs.

NURS230 — **Nursing Theory - Level III**
In this course, the study of common nursing problems is continued, in terms of meeting client's needs, the effects of hospitalization, ethical behaviours and application of nursing principles.

NURS231 — **Nursing Practice - Level III**
In this course, as the client assignment increases to two to three individuals, students are provided opportunities to strengthen their nursing process skills in more complex nursing situations.

NURS240 — **Nursing Theory - Level IV**
In this course, the scope of the nursing assistant role is emphasized in studying comprehensive nursing care for a broad group of health problems.

NURS241 — **Nursing Practice - Level IV**
In this course, the student works toward functioning independently within the nursing assistant role. The goal is to provide a comprehensive standard of nursing care. Client assignment is increased to three to four individuals.

NUT101 — **Nutrition**
This course introduces the student to the theoretical and scientific basis of nutrition. The course will examine the basic principles of the metabolism of carbohydrates, fat, protein, vitamins and minerals will be presented.

NUT102 — **Nutrition**
In this course, the hospitality student learns to plan menus which take into account normal nutritional requirements and, in addition, alternate approaches such as, vegetarian, low-fat and high fibre diets. The course covers nutritional needs over the human life cycle.

NUT104 — **Nutrition**
This course is to illustrate the various methods of determining calorie expenditure for daily occupational and recreational activities. The interrelationships of enzymes, minerals and vitamins will also be discussed with respect to exercise and proper nutrition.

NUT202 — **Nutrition**
This course builds on previously acquired knowledge of the theoretical basis of nutrition and its relevance to dentistry.

NUT203 — **Nutrition Counselling**
This course combines lectures with practical nutritional counselling experience in a clinical setting.

NUT206 — **Nutrition Guidance**
This course introduces the student to the Canada Food Guide. Students will perform a nutritional assessment of their own diets using both quantitative and qualitative methods of analysis.

NUT207 — **Nutrition Counselling (Special Cases)**
This course will introduce the students to diet therapy. Certain diseases and disorders such as diabetes, gastrointestinal problems, obesity, cardiovascular disease, etc., will be discussed along with diet therapy used in these disorders.

NUT404 — **Introductory Nutrition II**
This course provides the student with an advanced knowledge and understanding of the science of normal human nutrition.

NUT501 — **Basic Nutrition**
The student learns about nutrients essential to the well-being of the healthy human body; the food sources of these nutrients; their function in the body and any deficiency diseases, where applicable. The student will learn the use of food standards, that is, Canada's Food Guide and Canada's Guidelines for Healthy Eating.

NUT501A
See NUT501

NUT513
See NUT501

NUT731
See NUT501

OP206 — **Legal Office Procedures I**
This course introduces the student to the basic procedures of a law office. The student learns to prepare legal communications and documents. Emphasis is placed on developing work habits needed to become a competent legal secretary.

OP207 — **Legal Office Procedures II**
This course introduces the student to the basic procedures involved in the area of civil litigation, family law contracts, and divorce actions and enables the student to prepare the necessary legal documents.

OP208 — **Office Procedures**
This course prepares the student for an office career through a current and comprehensive introduction to office procedures. This will include topics on "technical" office skills and material on broad transferable skills that can be used in any job.

OP217 Legal Office Procedures III
This course introduces the student to the basic procedures involved in the areas of corporate, real estate, and estate law and enables the student to prepare the necessary legal communications and documents.

ORN400 Operating Room Nursing - Theory/Labs
This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.

ORN401 Operating Room Nursing - Practical
This course provides clinical application of the aseptic and surgical techniques learned in operating room nursing.

ORTH114 Orthatics I
This course will provide the student with skills and information necessary for them to complete the following objectives: discuss footwear terminology, methods of footwear manufacture, and demonstrate the ability to cut, shape and bevel padding materials.

ORTH206 Orthodantics
This course is designed to introduce the student of Dental Technology to the basic techniques required to fabricate removable and fixed orthodontic appliances.

ORTH215 Orthotics II
This 105-hour full year practical course is offered in semesters III and IV of the chiropody program. It is a continuation of Orthotics I and will involve practice sessions and patient management.

ORTH305 Orthotics III
This practical course will involve bath practice sessions and patient management.

PACK5.1 Package Design
The student will explore aspects of the package design field from concept to mechanical art and their applications to various printing methods.

PAT102 Design and Cutting Room Technology
The student will examine basic patternmaking techniques to recognize and be able to identify the various pattern forms and shapes found in the production area. The student will also examine different computer applications to design and patternmaking by looking at the Gerber Creative Designer and the Gerber AccuMark 300 Systems.

PAT138 Pattern Drofting and Design
This course presents the principles of converting details from an illustration into an actual pattern suitable for use in construction of a similar garment. The student will understand and begin to practise style and garment analysis in preparation for garment construction and will acquire elementary skills in pants pattern construction.

PAT141 Apparel Pattern Drafting I
Students learn the most basic elements of relating a two-dimensional pattern plan to a three-dimensional form through the exposition of flat pattern drafting skirt lessons. The role of comparative measurement and the relationship of 2D to 3D geametric shapes is emphasized as the fundamental groundwork. Basic shape formation through darts, tucks, gathers and seaming is demonstrated. The student is taught the language of symbols used to communicate cutting instructions internationally.

PAT145 Pattern Groding I
The student will learn to apply grading rules, theories and principles to basic women's apparel. The student will acquire the basic knowledge of all grade rules that are used to increase and decrease all basic blocks used in first year pattern drafting using the manual grading machine.

PAT151 Apparel Pattern Drafting II
This course amplifies the basic principles of the previous course through intermediate flat pattern making blouse lessons. The more complex geametrical form of the human torso is introduced to the student. The principles of compound 3D shaping are demonstrated through dart movement and manipulations. Intermediate level collar forms are taught and cylindrical sleeve modelling is demonstrated.

PAT152 Swimwear/Activewear
On completion of the course, the student will have developed a pattern, designed to co-ordinate with the slack design; be aware of the fit of the garment and have the skill to adjust the pattern; understand the saleability of design and fabric choice; and be aware of the cost of the garment.

PAT201 Pattern Drafting III - Day Dress
This intermediate pattern drafting course lays the foundation for all advanced level patternmaking by its focus on the shaping principles of day dresses. Raglan and kimono sleeves are included.
Prerequisite: PAT151. Co-requisite: PAT202.

PAT202 Pattern Drafting III - Evening Dress
This advanced pattern drafting course emphasizes detailed fitting of the female form. Advanced pattern manipulations are demonstrated as well as specialty necklines for evening wear.
Prerequisite: PAT151. Co-requisite: PAT201.

PAT261 Pattern Drofting IV - Jackets/Suits
This course on pattern drafting for tailored suits introduces the three-level design of tailored-interfaced-lined garments through jacket design. Advanced sleeves and shawl collars are also covered.
Prerequisite: PAT201. Co-requisite: PAT262.

PAT262 Pattern Drafting IV - Coats
This course demonstrates the advanced architectural principles of patternmaking to coats by building a form related to, but different from, the human body. Specialty sleeves and collars are included.
Prerequisites: PAT201 and PAT202. Co-requisite: PAT261.

PAT282 Pattern Grading
This course concentrates on French lining, jacket and coat block patterns using hand grading machines. The student will study pattern preparation and the logical work flow of computer grading.

PAT542 Groding I
The student will learn to apply grading rules, theory and principles to basic women's apparel. The student will acquire the basic knowledge of all grade rules used to increase and decrease any basic block from size 6 to size 16 using the manual grading machine.

PAT543A Drofting I
The student will learn the basic elements of flat pattern making and the proper language, symbols and cutting instructions used in the industry. The student will be able to draft patterns both from original designs and from photographs by applying industrial flat pattern making techniques.

PAT543B
See PAT543A

PAT545 Drofting II
This course will provide the student with more technical skills in flat pattern making. The student will continue to develop skills to solve intermediate level pattern making problems. All completed patterns are made in muslin and corrected for proper fit on a commercial size 10 dress form.
Prerequisite: PAT543

PAT546 Drofting III
The student will learn to interpret, draft and correctly fit muslins of more advanced designs for ladies' daywear apparel. Emphasis is placed on the fit of the garment, fabric suitability and current trends.
Prerequisites: PAT543 and PAT545.

PAT556A Grading II
The student will learn to grade stylized garments using the same principles as those in PAT542. The student will have an awareness of how pattern parts must match after grading.

PATH109 Pathology
Pathology provides students with a general introduction to the concept of disease and how it alters physiological functioning. Topics include general body responses to injury as well as selected disease entities which have particular implications for fitness assessment and exercise prescription. Special emphasis is placed on medications and their possible effects on vital signs and exercise capacity.

PATH111 Medicine General
This course is in the lecture and learning module format and provides, to the ancillary worker, the fundamental knowledge regarding systemic diseases and their passible consequences to clinical treatment.

PATH112 Oral Pathology
This course provides the students with the fundamental knowledge regarding the pathologic lesions commonly encountered in the oral cavity, and their possible consequences to prosthodontic clinical treatment.

PATH121 Pathology and Therapeutics I
This course will discuss body responses to simple common health deviations. An introduction to Pharmacology will be presented.

PATH208 General Pathology
The student will learn to define terminology related to the study of disease, identify the causes of disease, describe the various types of therapeutic interventions and identify the causes of fluid and electrolyte imbalances.

PATH209 Pathology
This course is a review of medical conditions affecting the various body systems with a detailed study of conditions and their treatment.

PATH232 Pathology and Therapeutics II
This course will discuss simple, common health deviations as they affect normal functioning. Diagnostic and therapeutic interventions will be explored.

PATH243 Pathology and Therapeutics III
This course will discuss specific health deviations related to maternal-newborn and mental health.

PATH354 Pathology and Therapeutics V
This course will discuss common complex health deviations related to adults and children.

PC530 Product Costing
In this course, the hospitality student is required to calculate yields per batch and total ingredient costs for specific formulae and to calculate wages productivity for various baked products.

PCT101 Pre-Clinical Techniques
In this course operating room decorum, instrument identification, four-handed dentistry, materials, operative procedures, and patient management are the major areas of concentration.

PCT102 Clinical Techniques
During this period the student will work with dentists and other dental auxiliaries in the George Brown College dental clinic, performing the wide range of clinical assisting techniques.

PCT201 Pre-Clinical Techniques
Students are taught all of the principles and procedures involved in the practice of Dental Hygiene.

PCT203 Clinical Techniques
The students will provide treatment services to a variety of patients. They are assigned to supervised clinical sessions at George Brown College.

PCT401 Pre-Clinical Restorative Tech
This course will review tooth morphology, physiology of occlusion and cavity preparation and classification. Restorative procedures will be taught through the use of functional waxing techniques and restorative techniques on manikin.

PCT402 Clinical Techniques Practical
In clinical sessions at George Brown dental clinic students will participate in delivering restorative treatment to patients, under the supervision of dentists.

PD100 Introduction to Business Logistics
Business logistics consists of the complex activites involved in moving goods from the source to the consumer. This course is an introduction to the various components such as materials handling, purchasing, warehousing, transportation and inventory control that constitute a full distribution system, and the role logistics plays in today's modern business.

PD103 Warehousing Management
This course provides an overview of the responsibilities, functions, techniques and tools of modern warehousing.
Prerequisite: PD100.

PD105 Inventory Control
This course covers inventory goals and current control techniques such as usage forecasting (cost control), balanced inventories, proper lot-size choices, classification, records, physical control and inventory budgeting.
Prerequisites: PD103 and 214.

PD202 Distribution Management Systems I
This is a fully integrated course dealing with the sub-systems of physical distribution such as the distribution manager's role including organization, concepts, strategies, skills required and the necessary interfacing with the company in order to react instantly to shifts in supply, demand and total cost.
Prerequisites: PD103 and 214.

PD203 Traffic and Transportation Management I
This course provides an overview of the transportation role in Canada and its impact on the domestic and international scene. Specific areas covered are: selection of modes; types of service; product characteristics; documentation; insurance; shipping rates; federal and provincial government regulations; management operations; information systems and economic impact on markets.

PD204 Industriol Purchasing
This course examines the role of purchasing in the modern business organization, including basic purchasing techniques such as supply sources, pricing, negotiation with suppliers, quality control, timing, cost analysis and control, make or buy decisions, planning basic policies and organization.
Prerequisite: PD100.

PD205 Distribution Management Systems II
This course is designed to examine issues that are important to today's distribution executive. Such aspects as budgeting, allocation of resources, return on investments, quantitative techniques, strategic planning, future direction, leadership qualities and personal targets are some of the topics covered.
Prerequisite: PD202.

PD206 Inventory Control II
This is an advanced course which emphasizes modern production and inventory control systems in areas such as sales and forecasting information, product and processing information, costing, capacity planning and scheduling, purchasing, inventory management and control, material requirements planning, economic lot-sizes and inventory models.
Prerequisite: PD105.

PD207 Traffic and Transportation Management II
This is a continuation of the level I course. It covers extensively highway transport and ocean shipping components, management control functions, consolidation, materials handling and bulk shipping concepts, packaging, financial aspects of carrier operation and trade (export and import) methods for international distribution.
Prerequisite: PD203.

PD208 Import/Export Documentation
The purpose of this course is to introduce the student to basic export and import systems that are applicable to Canada. It covers such topics as terminology, custom procedures, expart and impart rules, documentation and tariff interpretation, etc.

PD209 Internationol Trade
This course is about the way organizations become and remain international in scope. It is about the experiences of organizations of all sizes as they come to grips with an increasingly competitive global environment and the practices of management when a local market perspective is no longer enough.
Prerequisites: PD202, 203 and 105.

PEDN403 Pediotric Nursing - Practicol
This course provides a practical opportunity to apply knowledge, skills and attitudes learned in PEDN404 in the nursing care of children.

PEDN404 Pediotric Nursing - Theory
The focus of this course is the theoretical basis of nursing care of sick children and is taken concurrently with PEDN403.

PER1100 Periodontics I
This is a lecture and practical course that considers the structure and function of the periodontal tissues, the disease processes and predisposing factors which affect these tissues and the various approaches to disease control.

PERS202 Introductory Humon Resource Management
In this course, the student is introduced to basic human resource management strategies common to the hospitality industry. Because people are the most essential resource at a hospitality operation, successful strategies for hiring, motivating, training and communication are therefore of utmost impartance.

PERS502 Introductory Humon Resource Management
See PERS202

PHAR102 Pharmocology and Emergency Care
During this program the student will be introduced to the principles of pharmacology and drug therapy used in dentistry.

PHAR205 Pharmacology
This course is designed to introduce the student to the use of drugs as therapeutic agents. The student will learn to recognize the medical usage of various agents and any chiropodial implication.

PHY100 Applied Physics
this course includes the following: accuracy error, properties of matter, fluid statics, pressure on retaining walls, footings and anchor blocks, fluid flow, thermal expansion, calarimetry, heat transfer, optics, illumination, wave motion, theary of sound and acoustics.

PHY106 Applied Physics
This course covers: linear motion; Newton's laws of motion; force; properties of matter; work, energy and power; heat, temperature and thermal expansion; change of state; heat transfer; humidity; curvilinear motion; linear impulse and momentum; angular momentum; energy of rotating bodies; fluid statics and flow; continuity equation; Bernoulli's equation; flow construction and head meters; frictional losses in pipes and fittings; and reflection and refraction of light and illumination.

PHY116 Physics
This course covers linear motion, impulse and momentum, Newton's Laws, properties of matter, work, energy and power, curvilinear motion, angular momentum, fluid statics and flow, continuity equation, Bernoulli's Equations and flow construction.

PHY133 Applied Mechonics and Physics of the Piano
The physics studies in this course are directly related to the piano and music. It includes the study of levers and acoustics.

PHY200 Modern Physics
Newton's laws of motion, energy, conservation of energy, conservation of momentum and collisions will be reviewed. Electromagnetism includes: charge particle trajectories, electromagnetic waves, spectrum, speed of light, diffraction, X ray spectrum, photoelectric effect, Compton effect, wave particle dualism, Quantum theary, Bohr atom, energy levels, insulators, conductors, semiconductors are discussed.

PHY201 Physics
An introductory physics course for technologists. The course explores the nature of physical law and its application to areas of classical physics (mechanics, heat, light). A background in calculus is assumed.

PHY202 Modern Physics
An intermediate physics course for technologists. The course examines three of the major areas of 20th-century physics: special relativity, quantum mechanics, and nuclear physics. Exposure to an introductory physics course is assumed.

PHY231 Physics
This course continues with electrical theary and its applications to printing technology. In addition, there will be an introduction to light, optical instruments and the theary of illumination and colour.

PHY232 Physics
This course will continue electrical theary into basic AC circuits and introduce some topics in electronics and solid state physics which are relevant to the graphic arts industry. Some topics in electro-optics are also covered.

PHY234 Applied Physics
This course includes kinematics (linear motion) and kinetics (force and motion). Flow in open channels, Bernoulli's equation, siphons, and Archimedes principle are studied.

PHY245 Applied Physics
This course looks at properties of matter and fluid states, including elementary flow of fluids and open channel flow.

PHY301 Thermodynamics
This course includes basics on forces, pressure, work, energy and power, substances, open and closed systems, path, cycle, the laws of thermodynamics, enthalpy, entropy, laws of gases, Carnot cycle, Carnot engine, efficiency, inefficient of performance (refrig.), balance of energies, heat transfer, applications on oil obave topics.

PHY402 Physics
In this course, the student will gain knowledge and an understanding of the structure and functioning of the human body in relation to health, disease and nutritional status.

PHY513 Physics
This course expands the areas the student studied in SCS30. It includes forces and vectors, equilibrium and friction, motion, work, single machines, and temperature and expansion.

PHY523 Physics
This course is the second in the series. It includes gas laws, electricity, and magnetism.

PHY531 Physics
This course covers the physics applying to heating and cooling and includes such topics as: properties of matter, fluid statics, fluid power and fluid flow; work energy and power; temperature, heat, specific heat, latent heat, sensible heat; and heat exchange, cooling, linear expansion and gas expansion.

PHY700 Physics for Pre-Health
This course is a review of basic physics and its application to health sciences. It covers the general properties of matter mechanics and other related topics.

PHYS105 Muscle Physiology
This course details the biochemical and physiological changes of skeletal muscle, which occur when muscle strength and endurance are increased.

PHYS107 Physiology
This course covers the development, structure and function of bones, the nervous system, muscle and tissues under normal and pathological conditions as they may be seen in regards to prosthetics and orthotics.

PHYS108 Exercise Physiology
This course focuses on the Cardiovascular and Respiratory Systems. Students are introduced to the normal physiological responses at rest, and during exercise in the apparently healthy, fit and unfit, older, and high risk individual. Long term adaptations following exercise will be studied as well as the effect of different environments on performance.

PHYS208 Physics
This course includes the topics of properties of sound and sound measurement, acoustics, simple harmonic motion, vibration and damping, magnetic fields and forces, Faraday's Law, induction, A.C. and D.C. machines, and electromagnetic force.

PIAN100 Tuning
The student is introduced to basic tuning techniques. The emphasis is on learning to hear beats, tuning octaves, unisons and temperament.

PIAN103 Upright Rebuilding
The student is introduced to the upright piano action, learning the principles of how the action works, parts replacement, how to repair and how to regulate it.

PIAN104
See PIAN103

PIAN200 Tuning
This course continues to develop the skills learned in PIAN100. Pitch raising and voicing are discussed and practised on the pianos being rebuilt.

PIAN201 Action Regulation
This course is similar to PIAN101 with the focus on grand piano action.

POD127 Podalogy I
This course is designed to develop the students knowledge of soft tissue lesions affecting the foot. Topics include: etiology and pathology of simple epidermal and nail conditions, and keratinization.

POD227 Podalogy II
This Podology course in semester III places an emphasis on structural deformities affecting the feet. The course is viewed as an extension of the Podalogy I course.

POD237 Podalogy III
This course places a continued emphasis on structural deformities affecting the feet. The course is viewed as an extension of the podalogy II course.

POD307 Podalogy IV
The 45 hour Podalogy course emphasizes the management of patients whose foot conditions are complicated by systemic disorders, and paediatrics.

PRAC111 Management Practice (Work Experience)
The student acquires on-site work experience with an approved property management company.

PRAC213 Mortgage Administration
This course provides the student with an overview of the preparation of mortgage schedules and systems of control over cash flows.
Prerequisite: ACC203.

PRAC211
See PRAC111

PRAC217
This introductory course acquaints students with the use of computer systems to satisfy business information needs. Programming is introduced, with emphasis on problem solving and structured program design. Computer-based activities include use of DOS to manage files and use of database software to develop programs for business applications, in particular those pertaining to property management.

PRGM211 **Computer I**
This course is an introduction to the use of computers in the fields of advertising and graphic design. Emphasis is placed on the application of basic skills to computer technology. Through a hands-on approach, the potential of the Macintosh computer as a design and production tool is explored. Desktop publishing is introduced.

PRGM230 **Computers**
This course covers fundamentals of operating microcomputers and basic programming techniques. Input and output, decisions and branching, looping, built-in functions, arrays, program design, screen graphics, sub-routine, random numbers, and peripheral devices are included.

PRGM240 **Computer Programming/Systems**
This course is designed to provide a working knowledge of computer programming language, to develop an understanding of user programs, and to develop the ability to create and modify user programs. The student assignments will be project oriented. The following topics are covered: introduction to UNIX and C, data types and operators, control statements, branching and looping.

PRGM305 **Computer II**
This course expands upon the use of the computer as a drawing and design tool. It explores electronic page composition through hands-on training and examines the production of camera ready art for printing. The student will learn to use computer software that is currently used in the advertising and graphic design fields, as well as a variety of techniques such as layout, type placement and type modification, and employ these techniques in the creation of newsletters, ads, promotional literature reports and other graphic materials.

PRGM315 **Computer III**
This course continues to expand upon the use of the computer as a drawing and design tool. It explores electronic page composition through a variety of software programs and introduces the student to more flexible illustration programs as used in business. The assignments focus on more advanced solutions to problems peculiar to the graphic design and advertising professions.

PRO201 **Promote your Business**
This course will provide students with a basic understanding of the principles of advertising and promotion as applied to small businesses. Some topics covered include ad research, planning, media selection, ad creation skills, and evaluation of advertising results. Some time will also be spent on direct marketing principles.

PROD102 **Introduction to Printing Plant Processes**
This course provides an introduction to printing plant processes, office structure and personnel, and involves concepts related to plant layouts, production co-ordination/scheduling and estimating functions, including the estimation of a "simple" job.

PROD200 **Production Scheduling**
This course introduces the student to operations management. The student is introduced to the process of data collection and information analysis through decision making, forecasting, aggregate planning and inventory control. This information is necessary to generate business strategies.

PROD202 **Production II**
This course continues to reinforce the proper use of the technical tools of graphic designers. Emphasis is placed on mechanical assembly, presentation, printing specifications and type mark-up. The student is introduced to a variety of graphic reproduction methods, such as one and two colour printing, duotone, screen printing, offset and litho printing.

PROD212 **Production III**
This course continues to stress mechanical assembly, presentation, accuracy in line treatment, printing specifications and type mark-up. The student is introduced to more sophisticated and specialized forms of printing such as four colour process engraving and hot stamping. Production skills for studio use (e.g., working with the printer, colour separators, deliveries, clients, etc.) are emphasized.

PROD315 **Production V**
This course provides the student with advanced training in camera-ready art, colour separation, film and studio management. The student learns to interpret client and marketing directives and is introduced to basic psychology for effective client presentation. Personal motivation and creative talent management and development are explored.

PROJ100 **Introduction to Management**
The job duties of health and fitness administrators are examined within three sectors: Corporate, Community, Clinical and Commercial. Tasks will involve time management, goal setting and a system of facility and program evaluation. Time will be allotted for on-site visits to selected facilities

PROJ200 **Research Plan**
This course will provide the student with the skills and knowledge in the preparation of a business plan for either a shopping plaza, office building, condominium or rental property for his or her major program project.

PROJ205 **Clinical Training in Fitness Field**
The student will be involved in demonstrating his competencies in fitness programming, fitness testing and club administration and nutritional guidance and leading exercise classes in the work setting.

PROM501 **Promotional Design I**
Projects involve preliminary thumbnail sketches, full size roughs and comprehensives. Emphasis will be placed on development of good layout arrangements, sketching skills and their comparisons as well as good presentable marker renderings of comprehensives for magazine and newspaper advertising.

PROM511 **Promotional Design II**
The student will develop each project through to the finished art stage, ready for camera. The emphasis will be placed on development of line drawing techniques and working drawings as applied to layouts of advertisements of diversified products.

PROP211 **Amenity and Camman Area Management**
This course provides the student with management practice skills and cost control knowledge in common areas inside and outside of buildings.

PROP213 **Office Building Management**
This course provides a fundamental knowledge of office building management including tenant mix, lease negotiation, common area management, advertising and promotion, taxation, insurance and legal considerations.

PROP214 **Shopping Centre Management**
This course provides a fundamental knowledge of shopping centre management including areas of tenant mix, lease negotiations, advertising and promotion, insurance, risk management and taxation.

PROP216 **Candaminium Management**
This course provides the student with the differences between the management of rental and condominium accommodation and a knowledge of candominium by-laws, declarations, director functions and the candominium act.

PROS102 **Materials and Laboratory Techniques**
The student will have the opportunity to develop minimal technical skills necessary to enter the profession as a technician to fabricate Orthotic/Prosthetic devices to the specifications of a patient's measurement chart.

PROS103 **Fabrication Theory**
This course is designed to provide an understanding of the history, materials, componentry, alignment criteria and fabrication techniques necessary for making Orthotic/Prosthetic devices. Also the indications and contra-indications of patient use.

PROS112
See PROS102

PROS113
See PROS103

PROS203 **Pre-Graduate Work Experience**
This pre-graduate work experience, occurring in the final semester will allow the student to work for a 5 week period at a Canadian Orthotics and/or Prosthetics facility of their choice.

PROS205 **Materials and Laboratory Techniques**
This course, closely coordinated with fabrication theory, allows the student to receive hands on instruction and experience in fabrication procedures to progress through a series of projects in order to apply theoretical knowledge gained in the academic areas of the Orthotic/Prosthetic program.

PROS206 **Fabrication Theory**
This course is closely coordinated with laboratory fabrication to help the student better understand the history and development of various arthatic and prosthetic devices. Topics include fabrication techniques and procedures, as well as common materials usage.

PROS215
See PROS205

PSP100 Film Imposition/Printing Surface Preparation
This is a basic course for black and white, line colour and halftone stripping. Job planning and layout at line and halftone negatives is introduced. Imposition and the preparation of folded dummies and layout sheets for various types of bookwork is emphasized. Darkroom techniques for making contacts and duplicates and making presensitized offset plates are covered as are most areas of one and multi-colour line negative stripping. Pagination concepts using PCs are introduced.

PSP200 Film Imposition/Printing Surface Preparation
This is an advanced course in the techniques of block and white, colour and four colour process film stripping, including contacting, step and repeat, spreads and chokes and an introduction to the programming and operation of a photocomposing machine and a number of different pre-press colour proofing systems. Further studies involve the use of PCs to move, store, and retrieve digital data for pagination.

PSP300 Film Imposition/Printing Surface Preparation - Colour
This course emphasizes four colour process stripping procedures, including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience is gained in manual step and repeat methods and machine photocomposing.

PSP335 **Electronic Prepress and Image Assembly - Colour**
This course emphasizes process colour assembly procedures using computers most accepted by the graphic arts Industry. Work containing spreads and chokes, fake colour and colour separations will be fully prepared electronically using QuarkXpress, Adobe Photoshop, Colour studio and other popular software. Experience is gained in electronic pagination with emphasis to preparing the student for the desktop environment. Students learn to use pre-press equipment.

PSP536 **Printing Surface Preparation**
Course covers basic blank and white stripping techniques and line colour stripping and introduces job planning and layout of flats to contain line, halftone, line colour and duotone negatives.

PSP547 Film Impasition and Offset Platemaking
A basic course for black and white line colour stripping. The course introduces job planning and layout of flats containing line and halftone negatives. Proofing and platemaking procedures and contacting procedures will be included.

PSY106 **Applied Human Relations**
This elective will give students an increased understanding of themselves and others, with the goal of achieving greater career success through enhanced human relations skills. Topics include perception, motivation, personality theory, love in the workplace, persuasion, leadership and job satisfaction.

PSY107 **Introductory Psychology**
This course introduces many of the major areas in contemporary psychology and is designed to give the student a basic understanding of the workings of the human mind. This should enable the student to deal more effectively with patients in clinical settings. The topics covered include psychology as a science, the nervous system, perception and sensation, memory, learning, cognitive processes, development, social interaction, and psychological disorders and their treatment.

PSY115 **Life Span Development**
This course covers the major psychological theories concerning human development across the life span. Emotional, cognitive, social and personality development are examined in a stage theory approach, from conception through late adulthood.

PSY116 **Introduction to Gerantology**
An examination of the psychological and social phenomena which impact upon the elderly citizens in our society. The course explores theoretical and practical approaches toward understanding and working with the aged individual.

PSY118 **Applied Psychology**
This course will cover basic psychological principles.

PSY125 **General Psychology**
This course deals with the basic principles of the science of mind and behaviour. The student will be encouraged to explore the major theories of personality development, states of consciousness, stress and health, psychological disorders and therapies.

PSY126 **Career Studies**
This course is designed to help students focus more clearly upon their academic and career paths. It includes detailed self assessment and career planning.

PSY161 **Introduction to Psychology**
This course introduces students to the diverse topics studied in psychology. Students will be exposed to the key theories and leading research in perception, memory and cognition, personality assessment, learning, emotion and motivation, stress and coping, psychopathology and therapy, brain and behaviour and research methodology.

PSY162 **Interpersonal Psychology**
The focus of this course is upon self-exploration and personal awareness. The class incorporates lecture, discussion, demonstration, experiential exercises, and active participation, with the emphasis always upon learning what we feel, think, and believe about ourselves and others, and the ways in which these thoughts, feelings and perceptions affect our relationships with others. Topics include self-concept, stress, assertiveness, love, sexuality, listening and resolving conflicts.

PSY169 **Introductory Psychology**
Introductory Psychology is intended to introduce students to the basic tenets, schools of thought, and theories of psychology. In this course we will examine not only the things we do but why we do them as well as looking at ourselves in relation to the world around us.

PSY170 **Psychology for Chiropody Students**
This course is an introduction to psychology with an emphasis on applications to the chiropody field, including patient/health care relationships. Lectures, small group work and seminars will be used.

PSY200 **Psychology Project**
An advanced project in psychology.

PSY204 Fashian Management-Sociology/Psychology
This course provides an introduction to psychology, sociology and ethics with an emphasis an issues related to the fashion field, including the portrayal of women in advertising. Lectures, small group work, role plays and presentations will be used.

PSY207 **Creative Fashian-Psychology**
This course gives an introduction to psychology with an emphasis an issues relating to fashion such as perception, advertising, personality and creativity. Lectures, small group work, role plays and presentations will be used.

PSY208 **Organizational Behaviuor I**
This introductory course in organizational psychology focuses on the individual by examining the topics at personality, attitude, learning, perception, social attribution and interpersonal communication. The foundation of knowledge about the individual is used to understand the dynamics within and between groups.

PSY215 **Human Resources Management**
In this course principles learned in human relations will be applied to the business world. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures and job satisfaction.

PSY218 **Organizational Behaviuor II**
This advanced level course in organizational psychology examines the critical topics of power, culture, conflict, stress and change in organizations. The effect of these aspects of the workplace on both the individual and the organization are studied.
Prerequisite: PSY208 or permission of the professor.

PSY302 **General Psychology**
This course deals with theories and issues in human relations. The student is encouraged to explore personal patterns of communication, behaviour and belief, and to experiment with possible alternatives. Topics are selected by class members and active involvement in classroom activities is important.

PSY404 **Introduction to Psychology**
This course will provide the student with a sound understanding of human behaviour at the level of the individual, group and organization with specific emphasis on seniors.

PSYN403 **Psychiatric Nursing - Practical**
The focus of this course is to provide a practical opportunity to apply knowledge, skill and attitudes learned in PSYN404 - Psychiatric Nursing - Theory, in the nursing care of the psychiatric patient.

PSYN404 **Psychiatric Nursing - Theory**
The focus of this course is an the application of the concepts of mental health, and the principles and concepts of psychiatric nursing and is taken concurrently with PSYN403.

PUR102 **Purchasing for Hospitality**
This course prepares the student to purchase food, supplies and services for hospitality operations. It includes all the steps in the purchasing process, from selecting a supplier to controlling the received inventory.

PUR104 **Kitchen Management**
An introductory look at controls in a restaurant operation. The student learns to perform the required calculations.

PUR502 **Purchasing**
An introductory look at controls in a restaurant operation. The student learns to perform the required calculations.

PUR502A **Purchasing**
See PUR102

PUR505 **Kitchen Management**
See PUR104

PUR505A **Kitchen Management**
See PUR104

PUR530 **Product Casting**
In this course, the student is required to calculate yields per batch and total ingredients costs for specific formulae and to calculate wages productivity for various baked products.

PUR531 **Ingredients and Material Purchasing**
The student is required to determine the ingredients, equipment and materials needed to open a commercial bake shop which will sell a variety of baked items. The student will also provide prices of product and ingredient supplies information.

PUR578 **Kitchen Management**
In this course, students learn about the special equipment and unique setup of this equipment in a Chinese kitchen. They also learn to read and understand a kitchen layout drawing. They learn about purchasing, receiving, storage, inventory control procedures, staff timetabling, efficient use of human resources, and food and labour cost controls.

PUR705 **Kitchen Management**
See PUR104

PWE263 **Practical Work Experience**
The student will make arrangements, or be assigned, to work in an environment applicable to courses taken. This segment of the program will be not less than eight weeks in length.

PWE500 **Practical Work Experience**
Following completion of academic work, the student will be placed in an industrial environment with a specific firm for four weeks. Assignment to an apporel related organization will be based upon the student's needs, aptitudes, abilities and career aspirations. Progress of the student will be monitored by faculty and the management of the organization.

QC100 **Quality Assurance**
See AC100

QC501 **Quality Control**
Quality Control procedures as pertaining to the printing industry and related fields and the various segments within each are emphasized.

RAD210 **Radiographic Pattern Recognition**
This course is designed to provide the student with the ability to discuss with a dentist the radiographic implications directed towards the prepasthetic preparation of the tissue for full dentures and for the design of a removable partial denture.

RBN401 **Review of Basics to Nursing**
This course examines the health care system in Ontario, the privileges and responsibilities of a registered nurse, offers a review of physical, biological and social sciences as well as introduction to the problem-solving approach to nursing.

RCM231 **Building Construcion and Drafting I**
This course is an introduction to perspective drawing, sketching and residential insulating techniques, including some R200 methods, constant reference to Ontario Building Code and preparation of working drawings of a two-storey home.

RCM232 **Building Construction and Codes I**
This more detailed study of house construction includes such topics as construction sequence, footings and foundation walls, conventional framing systems including floor, wall ceiling and rafter framing, framing drawings and roofing systems, with constant reference to Ontario Building Code.

RCM233 **Project Management and Scheduling I**
This course covers: project scheduling, production scheduling, corporate management structures, pre construction, project start-up; during construction; project close-out; management of trades and suppliers; project administration; reporting systems; liaison with government agencies; and decision making and people skills.

RCM234
See SBM166

RCM235 **Small Business Management I**
Contracts and Specifications
This course looks at Canadian building law, law of contracts, building regulations, introduction to specifications, masterformat, scope of work, contract law, contract documents, tendering process, tender documents, sub-contracts and scope of work.

RCM236 **Quantity Surveying and Estimating**
This course introduces quantities, Canadian Institute of Quantity Surveyors format, masterformat, blue print reading, substructures, residential applications. Introduction to electronic spreadsheet applied to quantity take-off extensions is included.

RCM237 **Computer Applications (Financial Management)**
Pricing and costing, salary schedule, petty cash schedule, payroll deduction, depreciation of an asset, break even point and lease/buy option decision, and balance sheet are all covered.

RCM241 **Building Construction and Drafting II**
This course looks at residential masonry techniques, truss framing systems, grading plans, septic systems, small house design and preparation of working drawings.

RCM242 **Electrical Services**
This course covers methods of generation and distribution of electricity; Ohm's law and power relationship; hydro cades; hydra inspection; terminology; types of wire; temporary services; residential wiring principles and applications; practical wiring in lob; study of high rise application, electric heating; and permits.

RCM243 **Mechanical Services - Plumbing**
This course looks at architectural drawings and their relationship to mechanical drawings; orthographic and isometric drawing; mechanical symbols; plumbing fixtures; code; shop drawings; sanitary drainage; venting; clean-outs; floor drains; hangers; water services; rural water system; hot water heating. Estimating is introduced.

RCM244 **Mechanical Services - Heating**
This is an introduction to heating and cooling load estimating, ducted air distribution systems, residential H.V.A.C. control systems, safety devices, settings and operation; major equipment, boilers, furnaces, cooling units, sizing practices, fuels, equipment location and safety requirements.

RCM245 **Project Management and Scheduling II**
This course is a continuation and application of principles learned in RCM233.

RCM246 **Applied Mechanics - Timber Design**
This course covers basic structural stresses including tension compression and shear; reaction, direct and moment calculations for uniformly distributed and concentrated loading conditions; design of timber beems, girders, decking, columns and lintels.

RCM247 **Computer Applications (Business Plan)**
The student will prepare a business plan that includes operations, strategies and financial strategies.

RCM248 **Quantity Surveying II**
This course involves a detailed study of take offs with computer applications.

REF534 **Electricity**
This course concentrates on basic electrical fundamentals. The theory portion deals with electrical laws as they pertain to various electrical terms (i.e., voltage, amperage and resistance.). The practical portion of the course has the student build electrical systems from various wiring diagrams incorporated from the theory classes.

REF535 **Refrigeration**
In this course, the student is introduced to various refrigeration terms such as heat transfer, temperature, heat definitions, psychrometrics, pressure, gas laws, the basic cooling cycle, the mechanical compression refrigeration cycle, and safety. For practical applications, the student will complete different piping projects.

REF536 **Refrigeration**
This course continues the development of skills required for the refrigeration and air conditioning trade. Topics covered are basic controls, compressors, condensers, evaporators, metering devices, refrigerants, piping principles and receivers. For practical work, the student will assemble a complete working refrigeration system.

REF537 **Refrigeration**
The student will be introduced to the following: simple defrost methods, problems regarding air and moisture in the system; compressor motors; compression ratio; compressor shaft seals; compressor lubrication; and evaporative condensers and cooling towers. In the lab, the student will add components to the unit completed in REF536 in order to make the system more complex.

REF538 **Refrigeration and Air Conditioning**
This course deals with the following topics: comfort cooling; unit operation; noise level; the year round AC unit; installation of commercial and residential units; and head pressure control and overload devices. Laboratory work will consist of a variety of unit operations an low temperature water cooled refrigeration systems.

REF539 **Refrigeration and Air Conditioning**
This course incorporates the following topics: commercial installations; capacity control; heat pumps; multiples systems; hermetic burnours; secondary refrigerants; and control circuits. Lab work will consist of chillers, air conditioners, computer room cooling and heat pumps. For a period of two weeks the student will go out to industry with a contractor.

REH705
This course is divided into two 15-week seminars. The topics include basic grammar, spelling vocabulary and writing. Short stories and poetry are also studied.

REL112/212 **Residential Management**
This course provides the student with an understanding of the legal frame work within which he or she will operate (Landlord and Tenant Act) and a basic knowledge of residential management at townhouses, law rise, high rise, private and public housing.

RETL201 **Retail I**
This course explores the design and rendering of layouts for newspaper ads, direct mail pieces and catalogues. It emphasizes the importance of clean, fast marker renderings. Using the skills learned in DES103 and TYPO102, attention is given to the integration of headlines, copy, prices and illustrations in the development of a cohesive design.

RETL305 **Retail II**
This course introduces a wide range of advertising areas, including real estate, fashion, direct response and automobile. The student develops their design ability by creating arresting visuals for a sophisticated market and combining them with headlines to achieve cohesive communicators objectives. Portfolio material is developed in this course.

RETL315 **Retail III**
This course continues to apply innovative design and word solutions to a wide range of communications objectives for the retail market.

RETL501 **Retail Advertising I**
This course provides an extensive study in marker rendering of products for retail advertising. The student will learn to solve design problems through the use of thumbnail sketches, rough layouts, and various techniques involved in layout and design.

RETL511 **Retail Advertising II**
The student will take an in-depth look at retail advertising, including comprehensive study at layout, illustration, mechonical art, paste-up and colour separation by amberlith overlay. The components covered will be necessary to successfully produce portfolio pieces.

RM205 **Manuals Management**
This course introduces the student to the need for high quality manuals and a cohesive manuals program. The course demonstrates how to write clear, consistent material for manuals and teaches the student how to maintain an efficient manuals program.

ROTO200 **Machine Printing Rotogrovure**
This basic course in the fundamentals of rotogravure printing covers safety and housekeeping, lubrication, rail feed and web tension, the printing units, services of press at air, water, gas, and electrical controls, oven drying, rail rewind, circulating pump for inking system, gravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and carrections.

ROTO300 **Machine Printing Rotogrovure**
This is an advanced course in rotogravure printing with exercises in two and four colour printing, including colour mixing and theory of electronic register control.

RSCH251 **Research**
This segment of the program will be used by the faculty, at the discretion of the coordinator, to assist the student to develop a better understanding of subject matter in courses or areas in which the student is weak and where more time is required. If this is not required, the student will conduct research within an area of the apparel industry and provide a report.

RSCH500 **Research and Survey Courses Project**
See AUD500

RSCH510B **Research and Survey Courses Project**
See AUD500

SAFE105 **Workplace Health and Safety**
This course introduces the student to a comprehensive coverage of the field of occupational health and safety, focusing on relevant government legislation and the organization's efforts to prevent and control occupational injury and illness, property damage, security breaches, pollution and product liability.

SAN100 **Sanitation and Safety**
This course is an introduction to basic sanitation/safety principles and practices in foodservice operations. The course is based on the National Sanitation Training Program.

SAN402 **Infection Cantral and Safety II**
Principles of sanitation and safety practices in relation to food services operations are discussed. Students learn how to implement and maintain high standards of food service sanitation and safety.

SAN500 **Sanitation and Safety**
In this course the student learns of the potential dangers inherent in improper food handling. Proper procedures and the special attention for the prevention of food-borne illness required of food handlers are covered.

SAN500A
See SAN500

SAN501
See SAN100

SAN511
See SAN100

SAN531
See SAN100

SAN576 **Sanitation and Safety**
This course is an introduction to basic sanitation/safety principles and practices in foodservice operations. The course is based on the National Sanitation Training Program.

SAN577 **Sanitation**
The first half of the Canadian Restaurant and Foodservices National Sanitation program is taught in this course. It includes subjects such as: personal hygiene, prevention of food-borne illness, workplace sanitation, and food holding and storage requirements.

SAN578 **Sanitation**
The second half of the Canadian Restaurant and Foodservices National Sanitation program is completed. Emphasis is on pest control, ware washing, foodservice facilities, and general maintenance.

SAN730
See SAN100

SBM100 **Denture Therapy**
This course deals with business topics of interest to denture therapists including setting up a small business, determining the appropriate sources af financing and the basics of maintaining appropriate financial records. The student will be able to address the typical issues that arise in running a business, such as dealing with a banker, establishing the locatian for a business, considering insurance options and evaluating financial performance.

SBM101 **Small Business Management**
This course provides students in the construction field with an understanding of business essentials. These include setting up a small business, selecting an appropriate legal form of business and preparing a detailed business plan. Students will learn about financing a new business and the basic financial statements that permit evaluation of a business's performance.

SBM101 **Small Business Management**
This introduction to small business management describes the different forms of business ownership typically seen in residential construction along with the economic and government policy-ing framework within which the industry operates. Aspects of financing and contract law are examined, while good purchasing and inventory control practices are outlined and analyzed.

SBM103 **Small Business Management**
This course introduces students to the fundamental principles and planning necessary in managing a small firm. Emphasis is placed on the preparation of a business plan. Business opportunities are assessed as well as management practices including marketing, financial matters, internal operations and tax management. The student will get involved in decision making using case studies.

SBM111 **Financial Management**
This course introduces the student to business practices relating to detailed financial record-keeping and performance evaluation. The student will be provided with the basic analytical tools to prepare, maintain and evaluate financial records.

SBM116 **Small Business Management**
This course introduces the student to basic business principles and will cover types of business ownership, contracts, insurance considerations, financial services, mortgages, invoicing and payroll.

SBM135 **Math/Small Business Monagement**
This course for fashion students combines a review of basic arithmetic — addition, subtraction, multiplication, divisian, fractions and decimals — with an introduction to pricing, markup, markdown and costing. Problems and situations related to the expenses and financial decisions involved in running a business are examined.

SBM166 **Small Business Management**
This course introduces students to the basic principles involved in starting a small business: establishing the form of ownership, developing a financial plan, communicating effectively, controlling an enterprise and meeting federal and provincial tax and employment requirements.

SBM200 **Small Business Management**
This course involves sound business management through planning and budgeting, setting up accounts and preparing a prospectus for bank financing. The student learns that to operate for profit it is necessary to control the business according to plans. The student is taught how to advertise and promote sales, supervise, estimate, and mark-up and price for profit.

SBM201A/B **Small Business Management**
This two-semester course familiarizes the student in craft-oriented fields with the basics of setting up and running a small business. Major topics include preparing a business plan, selecting the appropriate legal form of business, evaluating alternative sources of financing, understanding monetary essentials and preparing a system of record-keeping and financial reports. The student will have the opportunity to carry out in-depth research and prepare reports on relevant business topics.

SBM232 **Mathematics/Small Business Management**
This course will help students improve their arithmetic and small business skills in order to become more efficient in money management, both from a business and a personal perspective. Course content includes the introduction of such concepts as balance sheets, payroll and deductions, bookkeeping and the procedures for starting a small business.

SBM402 **Small Business Management**
This two-semester course provides the student with an understanding of business essentials, including establishing a new business, business financing and record-keeping. The course helps the student understand the economic environment within which business operates and provides the tools for evaluating business performance.

SBM534 **Small Business Management**
This course consists of the following eight categories: technical description; work orders; the order form; telephone techniques; public relations; memos; job search; and the Occupational Health and Safety Act. Studying these topics will help the student effectively write, organize, and express given materials in a concise form and became aware of various health and safety roles from governing institutions.

SBM535 **Small Business Management**
This course introduces the student to the basics of setting up a small business. Topics include selection of appropriate legal form of business, negotiable instruments, insurance and bankruptcy. In addition, this course will help the student to understand marketing, planning and risks in business.

SBM536 **Small Business Management**
This course gives students in refrigeration and air conditioning an overview of contract law. Topics include the requirements for an enforceable contract, discharge of contract, breach of contract, remedies for breach, secured credit, bankruptcy, negligence and torts, and the Construction Lieu Act.

SBM537 **Small Business Monagement**
A brief introduction to accounting basics, toking the student through the steps involved in preparing an income tax statement and balance sheet.

SBM566
See SBM166

SC101 **Engineering Science I**
This course covers: definitions of fundamentol physics quantities and related units; force, acceleration, pressure, density; displacement, velocity and acceleration; Newton's Laws; rectilinear motion; rotational motion; kinetics; characteristics of a force; vector representation of a force; resolution of forces; resultant of a force system; principles of moments; couples; free body diagrams; equilibrium; properties of areas; centroids; moments of inertia; friction; work and machines.

SC121 **Integrated Science (Chemistry)**
This course introduces the student to the basic principles of chemistry, then applies the knowledge to the study of chemistry in paper and paper-making, photography and photo-processing and inks and pigments.

SC122 **Integrated Science (Applied Physics)**
This course gives the student an understanding of the basic principles and concepts in physics, together with their application to graphic arts industry-related problems. Some mathematics skills are assumed, otherwise no previous experience in physics is necessary.

SC129 **Explorations in Science**
This course will give the students an overview of science. Emphasis will be placed on the impact of modern industry on the environment. Ecological principles will be developed to provide the background needed to understand present issues and concerns.

SC202 **Natural Science Project**
An advonced research project in the natural sciences.

SC231 **Quality Control**
Students learn the physical and chemical principles involved in paper testing and ink manufacture in the graphic arts field. The student will begin with an introduction to statistics and the mathematics of sampling. The principles are then illustrated by an experiment in sampling. The student will then carry out a series of experiments on a particular paper sample. A final report on the paper is submitted and similar tests are conducted for the ink portion of the course.

SC232
See SC231

SC311 **Engineering Science IV**
This course includes the following topics: curvilinear motion; momentum, energy and power; friction; mechonical vibrations; dynamics at motion.

SC321 **Engineering Science V**
This course includes the topics: combined stresses; Mohr circle for stress; analysis of thick-walled cylinders; deflection of beams by the double integration method; Macauley's method; continuous beams and the three-moment equation; strain energy and dynomic loads.

SC504 **Basic Electranics**
This course teaches the theory of vacuum tubes (high vacuum and gas filled), circuit analysis, semi-conductor theory and applications, transistor fundamentals and circuits, amplifiers, oscillators and photo detectors. The student will conduct installations and simple repairs of electronic equipment.

SC530 **Science**
This course is designed to give the student an introduction to basic general science and to develop and understanding of simple scientific principles. It includes chemistry, biology, mechanics, heat, electricity and light.

SC552 **Power Plant Applied Science**
This course establishes the foundation in mathematical skills needed for the student to understand the use of formulas, area, volume, heat, the temperature principles of thermodynamics, and steam tables and the calculation at heat transfer.

SCR530 **Stock Control and Receiving**
In this course the hospitality student learns about the storage requirements and receiving techniques of a variety of common bakery ingredients.

SEC111 **Security and Safety**
This course provides a basic knowledge of key control systems, identifying and correcting hazardous situations, relationships required with municipal and provincial authorities and Landlord and Tenant Act considerations.

SERV103 **Food and Beverage Service I**
Food and beverage service is fundamental to any hospitality operation and a significant revenue source. In this course, the student will learn and demonstrate basic service skills, and the self-discipline and attention to personal appearance that is critical to success in this industry.

SERV113 **Food and Beverage Service II**
This course is a continuation of SERV103. The student learns and demonstrates dining room skills. The professional standards required in the industry are fine tuned. The student will also learn how to do tableside wark.
Prerequisite: SERV103 (Food and Beverage Service).

SERV206 **Convention and Banquet Service**
This course provides the student with insight into the operation of the Convention, Catering and Banquet department of a hotel or foodservice organization. Students will learn how managers of these departments plan for specific functions.

SERV207 **Advanced Food and Beverage Services**
Those involved in managing food and beverage operations must understand the basics of service in order to hire, train and supervise service staff, and to perform service as a manager "on the floor." In this course the student will learn to take full responsibility for the positions of service captain, bartender and host of the dining room. The student will approach food and beverage service from a manager's perspective.
Prerequisites: SERV103, SERV113

SERV400 **Italian À La Carte Kitchen and Dining Room Service**
During the final block of the semester, students demonstrate their newly acquired knowledge of Italian cuisine by developing special menus featuring Italian cuisine and wines for the College dining room.

SERV576 **Dining Room Organization I**
In this course, the student learns the fundamentals of dining room operation, the basic elements of service, the roles of front of the house staff and how to market in the dining room.

SERV577 **Basic Dining Room Service**
This course prepares the student to properly set up and service a formal dining room. Through supervised performance in an actual dining room, the student will apply the basic elements at service, and demonstrate the self-discipline and attention to personal appearance that are critical to success in this industry.

SERV586 **Dining Room Organization II**
In this course, the student explores the workings of a dining room from a supervisory perspective. The student learns to respond as a manager to whatever presents itself in the dining room, and includes how to perform tableside preparations.

SERV587 **Dining Room Service II**
In this course, the student will improve service skills to the professional standards of a high quality dining room. The student will also learn to perform the leadership role and tableside function of a dining room host, a bartender and a service captain.
Prerequisite: SERV577.

SEW141 **Sewing Technology**
This course focuses in the use af the industrial sewing machine in the manufacturing environment. Students will develop the required skills to operate competently o variety of industrial sewing methods followed by o complete range of samples.

SEW156 **Sewing Laboratory - Advanced**
This course continues the development of industrial sewing skills. The student will make use of available knowledge using specialized equipment in the construction of a pre-cut swim suit, stylized swim suit and leather skirt.

SEW562 **Sewing Machine Operation I**
This course will introduce the student to the industrial sewing equipment used in all the sewing programs in the Creative Fashion Department. The student will apply these new sewing skills to the construction of several practice exercises and a variety of samples, including pockets, yakes, collars, sleeves and hem finishes.

SEW563A **Sewing Machine Operation II**
In this course, the student will continue to learn how to make samples relating to the construction of the project. The student will also learn how to assemble a pre-cut blouse and two stylized blouses using the same industrial machinery as used in SEW562. The course encourages the student to develop the necessary speed and accuracy required in a professional environment.

SGL100 **Student Government Leadership**
An elective (without class time) that encourages Community Worker students to involve themselves in the various governing and political structures of George Brawn College.

SGL101
See SGL100

SH104 **Shorthand Theory**
This course enables the student to acquire and develop the skill of recording spoken English using Forkner shorthand strokes, symbols and characters.

SH208 **Shorthand, Dictation and Transcription**
This course will concentrate on the skills required to record spoken English at a minimum shorthand speed of 60 words per minute over a three-minute period using Forkner shorthand and to transcribe the shorthand notes with 95% accuracy.

SHM102 **Machine Shorthand Theory**
This course will enable the student to develop the posture and fingering necessary to develop the skills required to write clear, concise, accurate outlines on the Stenograph machine, and to read and transcribe machine shorthand notes.

SHM202 **Shorthand Speed Development III**
This course will concentrate on the skills required to develop a minimum machine shorthand speed of 140 words per minute on two-vaice testimony, jury charge and literacy material.

SHM300 **Shorthand Speed Development IV**
This course will concentrate on the skills required to develop a minimum machine shorthand speed of 160 words per minute on two-voice testimony and jury charge.

SHOW201 **Showcord Writing**
This course presents those techniques, methods and materials used in a professional showcard studio. The student uses typefaces chosen for their ease and speed of execution. The specialized function of the showcard in advertising by theatres, retail stores, conventions and the hospitality industry is studied. Special emphasis is put on display lettering and special effects such as animation. The latter part of the course includes the study of calligraphy and manuscript writing for diplomas and certificates.

SIGN101 **Signwriting**
The student develops skills with pencil and lettering brush. The essential typefaces are studied, as well as the various materials used in the sign industry. Projects are mainly point-of-purchase signs such as paper banners and posters.

SIGN201 **Signwriting**
The student integrates lettering and graphic symbols produced by various methods in the production of signs. The student selects from and combines such methods as hand-lettering, pressure sensitive materials, masking-cut-spray, screen printing, computerized and engraving equipment and manufactured or hand-lettered wood, plastic and aluminum letters.

SIGN545 **Lettering**
This course continues the hond-down method of lettering and introduces lettering with the showcord brush. The emphasis is on typography, the selection of proper typefaces and the imaginative use of colour.

SIGN546 **Foundation Art**
The student is taught a schematic method for the conventional representation of three dimensions on a flat surface. The course consists of drowing such simple geometric solids as cubes, spheres, cylinders and canes, developing complex forms by combining the basic forms, applying one, two and three point perspective to geametric forms and modelling in light and shade. This course is preparatory to ART201 and ART210.

SIGNS47 Design and Colour
This course develops basic layout ideas into more complicated designs. The student studies the relationship between trademarks, logos and blocks of copy and the sign, showcard or poster format. The student practices this by designing layouts for various projects using both formal and informal layouts. Emphasis is placed on developing the student's ability to design unified layouts with proper stress on specific parts of the copy. The student studies colour by making various colour value scales and colour wheels, and by practising colour mixing and creating colour schemes for projects.

SIGNS49 Signwriting
This course develops basic skills with pencil and lettering brush. Essential typefaces are studied and the student learns to draw correctly formed and proportioned Gothic (block), Helvetica, Slash, Script and Roman. Practice with various special alternates on a regular basis with developing skill in using the quill and maulstick. Projects incorporate the simple (basic) layout ideas studied in SIGNS47.

SIGNS50 Lettering
This course develops lettering skills. The projects are specifically designed to develop the student's ability and confidence with which free-hand lettering depends. The quill and hand-down methods are used so that this course and SIGNS49 complement each other. Lettering with pens assists the student to develop lettering skills and to learn to solve spacing problems and weight distribution. There is emphasis on typography as well as an introduction of basic layout.

SIGNS51 Screen Printing
This course introduces students to the theory and practice of screen printing in the sign industry. Handcut stencil systems and the practice of techniques involved in these systems form the main part of the basic course. The student receives hands-on experience constructing screens and printing simple one-colour prints.

SIGNS53 Signwriting
This course familiarizes the student with some of the various materials used in the sign industry. The emphasis is on developing the student's lettering ability. The projects are mainly point-of-purchase signs such as paper banners and posters. Materials such as hardboard and plywood, which the student learns to prepare for lettering, are introduced in the latter part of the program.

SIGNS54 Screen Printing
This course continues practice of knife-cut stencil techniques. The student becomes familiar with the basic tools and materials used and studies layout and registering systems for multi-colour printing. Practical experience screening close tolerance multi-colour signs forms the main part of the course.

SMM500 Sewing Fundamentals
This course includes an analysis of stitch formation and the characteristics, purpose and functions of various types of interlooping techniques used in the production of stitches. Chain stitches, lockstitches, bar tacks, button and button hold stitches, multiple and variegated stitch types are studied and numbered for identification.

SMMS01 Sewing Laboratory
This course provides instruction in the use and control of industrial sewing machines and related equipment. The performance characteristics of basic commercial equipment, maintenance requirements and the skills required to operate such equipment efficiently are included. The student will actually operate single and specialized machines.

SMMS02 Drive Unit
This course teaches the examination and disassembly of motors. It includes the terminology, functions and properties of components, wiring, connecting and reassembly. Simple repair procedures and maintenance requirements are also taught. The student will practise an apparel machinery and their motors in use in the apparel industry.

SMMS03 Basic Lockstitch I
The student will practise disassembling, assembling and repair of simpler types of horizontal axis lockstitch sewing machines currently in use in the apparel industry.

SMMS04 Garment Structure
Using modern industrial sewing machines, the student will practice seam formation in assembling components of many types of textile materials. The stitch formation process, the necessary industrial equipment and the effect of such seams on various types of textiles such as woven, knit, synthetic, natural, rigid and elastic will be learned.

SMMS05 Fabrics, Needles, Thread
The student will deal with a wide variety of needles used with high-speed sewing machines in diagnosing needle-related stitching problems. Various shank types, butt sizes, thread grooves, blade types, eyes and needle points will be used and their effect on thread, fabric and efficiency learned.

SMMS09 Practical Applications
This course is designed to provide the student with a hands-on simulation of a factory setting. During a set period each week, the student is assigned the responsibility of a classroom laboratory containing industrial sewing machines on which they are required to carry out preventative maintenance and some minor repairs, with minimum supervision.

SMM510B Basic Lockstitch II
The student will learn stripping down, reassembly and repair of the more difficult types of lockstitch machines with the emphasis on vertical axis equipment.

SMMS11B Basic Chainstitch
Working on similar chainstitch machines, students strip down, disassemble, repair and reassemble such equipment. Maintenance procedures are carried out on equipment in actual use and adjustments are practised to provide optimum operating efficiency.

SMMS12B Overedge Equipment
The student will work on the basic three-thread overedge machine, disassembling the machine and evaluating the condition of the basic components. Next the student will proceed to reassemble the machine and carry out the appropriate settings. The student will also be able to differentiate between the variety of fittings most suitable for the type of work being performed.

SMMS13B Blindstitch Machines
The student will work with a variety of different makes of blindstitch machines used in the sewn products industry. Maintenance procedures will be carried out on the equipment in actual use and adjustments will be practised to provide optimum operating efficiency.

SMMS14B Bar Tack Machines
This course teaches analysis and evaluation of bar tack machines, including operating characteristics, construction, disassembly, assembly, repairs, maintenance and related functions. Conversion of bar tack machines to perform specialized tacking functions is practised.

SMMS16A Preventative Machine Maintenance
Using lecture-video presentation and practical demonstrations, the student will be instructed on methods and techniques used to carry out basic preventative maintenance on sewing and related equipment.

SMMS17A Electronic Sewing Equipment
The student will separate the components that make up a programmable sewing machine, involving the removal of the control box and synchronizer from the machine. Once these components have been removed and evaluated as to their condition, the student will then proceed to install the control box, motor and synchronizer as outlined in their manual and confirm that all the settings are correct.

SOC102 Mass Media and Culture
The aim of this course is to provide the student with an opportunity to develop awareness of the various types of media and of the ways in which we affect the media and the media affect us as a society. We will look at how the communication process works on an individual and mass scale; as well, we discuss how the different types of media are comprised and how they function.

SOC106 Introductory Sociology
This course examines how behaviour of the individual is influenced by the social groupings to which she/he belongs. The course is designed to develop an appreciation of the influences of key groups such as family, cultural groups, gender and formal organizations.

SOC126 Political Sociology
This course is designed for the student who wants to gain an overview of Canada's political system and a better understanding of current social and political issues. The course combines a variety of teaching approaches, including seminar discussion and field trips, to familiarize students with the political process in Canada and to develop skills for analyzing political events and contemporary issues.

SOC172 Introduction to Sociology
This course will identify the basic perspectives of sociology. Students will examine these perspectives as they relate to the various aspects of Canadian society.

SOC200 Social Science Project
An advanced research project in the social sciences.

SOC202 Social Science Project
An advanced research project in the social sciences.

SOC203 Family and Kinship
This course examines family in terms of a small group, a social institution with broad cultural variations, and the many changes and controversies it is undergoing.

SOC204 Sociology of Women
This course explores and critically evaluates some of the major issues of the women's movement both past and present. The historical dimension of women's struggle for emancipation will be examined. Philosophical perspectives and cultural traditions will be evaluated in order to determine what effect they have had on women's self understanding as well as on their role in society.

SOC205
See SOC240

SOC206
See SOC204

SOC240 Sociology
This course introduces the student to the language and practice of sociology. The course examines basic concepts, research and theories in sociology and uses them to explore our everyday life experiences and their relation to the cultural communities and social institutions that make up the wider Canadian society. Topics include the sociological perspective, culture, social actor, organizations, poverty, wealth and stratification, gender relations, family and deviance.

SOC242 Sociology II: Social Inquiry
This course is offered to students who have completed a one-semester course in sociology. The student will gain a more extensive understanding of contemporary theoretical approaches and their use in analyzing everyday social interactions and the changing institutional structures that make up modern society. Topics include sociological inquiry, mass media, Canadian politics and the state, work and occupations, social control and social movements.
Prerequisite: SOC1011, SOC2401, SOC240 or equivalent

SOC301 Sociology of Health Care
This course explains contemporary themes and issues regarding health, illness and health care in terms of their relation to society and culture, with a particular emphasis on Canada.

SOC9S1 Life Skills
The purpose of this course is to help students assess themselves and develop their skills to cope with the responsibilities of college life. Some of the topics discussed are time management, self-assessment, self-esteem, stress management, and dealing with anger.

SP201 Advanced Screen Printing
This course studies the compatibility of stencil systems, types of ink and substrates. Students print on a variety of materials, including wood, glass, plastics, pressure sensitive materials and textiles. Projects are assigned which are typical of screen printed work done in the sign industry. Photo-stencil techniques are introduced. The student prepares positives with rubylith film, ink drawings on acetate and transfer lettering. The course includes instructions in the use of a process camera and in development of high contrast film.

SP526 Basic Mechanical Layout and Typography
This course explores the basic fundamentals of colour theory, mechanical and creative layout, design, and typography essential to effective graphic communication by screen process reproduction. The student is trained to execute mechanical layout as well as basic colour mixing, while applying this theory behind effective creative layout and mechanical artwork.

SP527 Photomechanical Reproduction
This course covers photomechanical stencil systems and processing, darkroom procedures, process camera operation, line film processing and development. The student is trained to select an appropriate photostencil, execute processing, and perform exposure tests to establish a permanent handling and processing system to attain optimum reproductive results. The student is also trained to operate a process camera, calculate size and exposure time, and to process and develop line film to the appropriate density and sharpness.

SP528 Basic Stencil Film Imposition
This course covers the functions of the screen frame, fabric, stencil, job planning, manual film cutting, screen frame assembly, fabric stretching and multiple mechanical layout for both single and multicolour reproduction. The student is trained to plan and execute mechanical layout, placing all necessary reference and registration marks in position, as well as incorporating colour traps and bleeds in manual film stencil cutting.

SP529 Basic Manual and Mechanized Press Operation and Production
This course covers hand press set-up procedure, the functions of a printing press and its components, printing, ink cooling blades and printing the manually cut indirect stencil. The student is trained to match colour and mix ink with the appropriate solvents to its proper viscosity and to execute a press set-up and select the proper printing blade. The student is also trained in the techniques of manual printing, wash-up and screen reclaiming.

SP530 Advanced Manual and Mechanized Press Operation and Production
This course will prepare the student to execute a press set-up and production run with minimum instructor assistance. The student is trained to supervise and control a production run for both job specifications and quality. The student also receives extensive training in ink and substrate compatibility and testing and proofing techniques.

SP531 Advanced Film Imposition
This course covers stripping and assembly of final film positives. The student is trained to evaluate mechanical artwork, understand colour breakdown and establish a production procedure for the complete processing and final assembly of film positives for multi-colour production. Students learn the use and selection of screened mechanical prints and their respective percentages, close cropping and film retouching. They also plan and develop mechanical layouts for both single and double-sided printing applications.

SP532 Intermediate Manual, Mechanized and Photomechanical Processing
This course will prepare the student to operate a semi-automatic press with instructor assistance. The student is trained to execute a press set-up and production run employing quality control and problem-solving techniques, to evaluate and process photomechanical direct and indirect stencil systems employing exposure calibration and proofing techniques and wash-up and reclaiming procedures.

SPEC300 Specifications 1
This course introduces the student to the basics of architectural business practice. Areas of investigation include typical project phases from client contract through to construction bid solicitation, Division O, bidding information, is explored in detail.

SPEC301 Specifications 2
In this course the student achieves a thorough working knowledge of building specifications, including their format, contents, language, compilation and assembly.

SPMK400 Applications in Sport Marketing
This course integrates modern marketing theory with the sports industry. This includes marketing sports products and services and the use of sport and sport-related activities to market consumer and industrial products. Topics include: overview of the sports industry, characteristics of sports marketing and sports products, product extension programs, the sports marketing macro and micro environment, elements and coordination of the sports market and, public and media relations.

SPMK401 Sport and Society
This course examines the role of organized sport in the community and its influence on our culture. Topics include: history of sport and physical education, infrastructure of sport in Canada and abroad, Canada's relationships and affiliations with international sport governing bodies, operation of sport organizations both amateur and professional and trends and issues in contemporary sport.

SPMK402 Sports Marketing Management
This course provides a review of concepts, procedures and techniques pertaining to marketing management in general and introduces aspects which apply specifically to the field of sports marketing and event management. Topics include: research, promotion, distribution, selling, use of media, marketing programs for special-needs groups, and the development, implementation and evaluation of integrated sports marketing programs.

SPMK404 Sports Event Planning and Management I
The student must secure college-approved employment with an organization/firm (min. 300 hours) for hands-on experience in management of a sport product or event. Discussion topics include: development and presentation of sports events proposals, control system for sports events, identifying and rectifying hazardous situations, relationships with municipal and provincial authorities and other regulatory bodies, insurance and product liability issues. Students must present a workshop based on co-op work experience and submit periodic reports

SPMK405 Microcomputer Applications for Sports Marketing
In this course the student is introduced to the use of microcomputers and popular software packages. A variety of software products including spreadsheet, database, and wordprocessor are used. Exercises and assignments are designed to develop the skills required both in the program and on the job.

SPMK410 Applied Interpersonal Skills
This course employs a modular approach to dealing with specific interpersonal challenges faced by sports marketers and developing confidence for effective interpersonal and communication skills. Topics include: communication theory and relationship management, preparing and delivering informative and promotional presentations, negotiating tactics and professional selling skills. The student is required to prepare and deliver a series of videotape presentations based on a sports product or event.

SPMK411 Media Applications in Sport
This course examines operations associated with both electronic broadcast media and print media. It acquaints the student with practical and technical aspects of producing and marketing a sport broadcast as well as managing effective relations with media organizations. Topics include: financing a sport broadcast, network and independent broadcast productions, technical and support functions for a broadcast, marketing issues and strategies for a sport broadcast, print media facilities and management strategies

SPMK412 Licensing and Merchandising Sport Products
The student examines merchandising issues and strategies for sport products, including the rapidly growing area licensing sport products. Topics include: consumer behaviour, product mix, depth and season, merchandise presentation, customer service strategies and tactics, cooperative advertising and promotion, licensing opportunities and how to negotiate licensing agreements.

SPMK414 Sports Event Planning and Management II
This course builds on the field experience acquired in SPMK404 and follows the same workshop and reporting format. It provides a vehicle for applying the concepts and practices introduced throughout the applying the concepts and practices introduced throughout the applying the concepts and practices introduced throughout the organization or the firm they worked with in the first semester or seek employment elsewhere, subject to approval of the College. A minimum of 300 hours (confirmed by the host organization) is required to graduate from the program.

SPMK416 Financial Management for Sports Marketing
Topics include: financial statement analysis, planning and forecasting, leverage and break even analysis, management of working capital, capital budgeting, financing sources, staffing and the management of liability and risk.

STAT102 Power Plant Applied Science I
This course lays the foundation in mathematical skills needed for the student to understand and apply formulas, and calculate area, volume, and heat temperature. Also studied are principles of thermodynamics, and steam tables and the calculation of heat transfer.

STAT104 Power Plant Heating, Refrigeration, and Air Conditioning
This course introduces the student to compression of various gases along with the various types of compressors. Included is the refrigeration cycle, classes of refrigerants, heating and air conditioning, and the safe operation and control of various systems.

STAT105 Power Plant Instrumentation and Control I
This course introduces the student to the various flow, pressure and temperatures encountered in power plant operation and the instrumentation used to measure the various parameters.

STAT106 Power Plant Boilers and Auxiliaries
This course introduces the student to the various Acts and Regulations which govern the safe and efficient operation of a steam power plant. The student will learn the various construction details of each piece of equipment which is encountered in the design of a steam power plant.

STAT107 Power Plant Lubrication and Internal Combustion Engines
This course introduces the student to various internal combustion engines, and the construction of various engines and their operation and maintenance requirements, including lubrication and fuels.

STAT109 Power Plant Chemistry
This course is an introduction to basic chemistry required to obtain an understanding of the various fuels and their methods of combustion, along with the chemistry and theory of water treatment and control.

STAT110 Power Plant Chemistry II
In this course the student will calculate the theoretical air supply for combustion used with different fuels and study the control of combustion air supply and flue gas analysis. Types of water conditioning systems along with sampling and methods of water treatment will also be studied.

STAT112 Power Plant Operation-Phase I
This course constitutes a practical laboratory that introduces the student to the basic operation of a steam power plant. The student will become familiar with the safe operation of equipment and how it is interfaced to operate as an integral steam power plant.

STAT113 Power Plant Maintenance-Phase I
This course constitutes a practical shop setting that teaches the student shop safety and the safe operation of shop tools in the maintenance shop. Also included is the identification of shop tools, pipe, pipe fittings, and repairs to various high pressure valves.

STAT114 Integrated Computer Control Systems I
This course teaches the basics of computer operation, the operation of the personal computer along with its industrial application. Also studied are resetting and loading operational programs and methods of operational scanning.

STAT122 Power Plant Operation-Phase II
This course constitutes a practical laboratory where the student will develop practical operational skills by operating and testing all safety devices and conducting water and combustion analysis along with computer supervisory Total Distribution Control.

STAT123 Power Plant Maintenance-Phase II
This course constitutes a practical shop setting where the student will learn maintenance skills in pump, steam trap, steam turbine repair and gasket installation. Also, the student will develop skills in welding and flame cutting.

STAT129 Power Plant Electricity
This course offers a broad introduction to electricity. The student will study the safety aspects of electricity, the generation of electricity, and the types of electrical wires. Also studied will be series, parallel and combination circuits. The student will carry out actual wiring and testing of electrical circuits and electrical wiring diagrams will be studied.

STAT201 Power Plant Supervision and Management
This course introduces the student to power plant management skills, power plant project installation charts, types of records, and legal requirement. Also studied are Health and Safety Acts, work orders, maintenance requests, preventative maintenance, and budget development guidelines.

STAT202 Power Plant Applied Science II
This course is designed to enable the student to understand algebraic expressions, force and motion, potential and kinetic energy, and expansion and compression of gasses and solids. Also studied are techniques and instrumentation used to measure heat and heat used.

STAT204 Power Plant Heating, Refrigeration and Air Conditioning
This course introduces the student to the theoretical operation of steam and hot water systems, air conditioning systems, and classification of refrigeration systems. Also studied are safety regulations and auxiliary equipment and system maintenance.

STAT205 Power Plant Boilers and Auxiliaries
This course will concentrate on construction and operation of large power plant installations, classification of plants, components of large steam generators, pumps and piping systems and chemical cleaning of boiler components

STAT206 Power Plant Prime Movers
This course will introduce the student to steam and gas turbine fundamentals along with internal combustion engine operation and maintenance. Also studied are turbine classification, turbine parts, principle of operation of turbines, and internal combustion engines and auxiliaries.

STAT207 Power Plant Instrumentation and Control II
This course introduces the student to various types of flow measuring devices, such as pitot tube, velocity meters, and single, two and three element level measuring devices. The importance of temperature measurement and control of superheater, reheater and desuperheaters are also introduced.

STAT208 Power Plant In-Plant Training
This course continues the development of skills introduced in the program to allow the student to participate in On Job Training. The student will spend two months in industry in a registered steam plant where the student will become part of the operational and maintenance team.

STAT210 Power Plant Design and Operation Phase
This course constitutes a practical power plant laboratory. The student will be accountable for the safe operation of all power plant laboratory equipment. Also covered will be plant inspection and the use of calculation to determine safe working pressures, pipe calculations, and steam and equipment efficiencies.

STAT211 Power Plant Maintenance Phase III
This course allows the student to use the acquired shop maintenance skills to be used in maintaining the power plant laboratory equipment. The student will take part in rebuilding or repairing a shop or laboratory project.

STAT212 Power Plant Integrated Computer Control Systems IV
This course includes. network system driver set-up; interface language; designing spreadsheets, logsheets and shift schedules; inventory control; estimating and cost recovery using project management application software; process remodelling; off line process modelling and analysis using software interface.

STAT214 Integrated Computer Control Systems III
The student will learn the technique of industrial computer operation by changing setpoints, and changing from remote to manual control. Also, the student will carry out assignments and design models from the laboratory performance objectives using the interface system and application software.

STAT220 Power Plant Design and Operation Phase II
This course constitutes a practical laboratory where the student develops operational and management skills required to operate the power plant equipment for maximum efficiency. The student performs calculations on water and fuel used, and tests safety devices and supervises plant operations.

STAT222 Power Plant Communications
The student will learn the techniques involved in writing approaches, sentence structure, and style; effective writing, planning the report, report format and report writing; specification sheets; employment applications; assessment reports and effective resume writing.

STAT224 Integrated Computer Control Systems IV
In this course the student will use the skills developed in steam plant operation to design operation log reports, inventory and cost control, logsheets and shift schedules; also process remodelling using computer simulation.

STAT549 Power Plant Laboratory
This course constitutes a practical laboratory that introduces the student to develop practical operational skills. The student will operate and test safety devices and conduct water and combustion analysis along with computer supervisory Total Distribution Control.

STAT555 Power Plant Mechanical Maintenance
This course is an introduction to basic chemistry which is required in order to have an understanding of the concepts of the various fuels, their methods of combustion, and the chemistry and theory of water treatment and control.

STAT556 Power Plant Boilers and Auxiliaries
This course introduces the student to the various acts and regulations which govern the safe and efficient operation of a steam power plant. The student will learn the various construction details of each piece of equipment which is encountered in the design of a steam power plant.

STAT557 Power Plant Heating, Refrigeration and Air Conditioning
This course introduces the student to compression of various gasses along with the different types of compressors used. Included is the refrigeration cycle, classes of refrigerants, heating and air conditioning, and the safe operation and control of various systems.

STAT558 Power Plant Instrumentation I
This course introduces the student to the various flow, pressure and temperatures encountered in power plant operation and the instrumentation used to measure the various parameters.

STAT559 Power Plant Lubrication and Internal Combustion Engines
This course introduces the student to various internal combustion engines, the construction of various engines, and their operation and maintenance requirements, including lubrication and fuels.

STAT560 Power Plant Chemistry II
In this course the student will calculate theoretical air supply for combustion used with different fuels; control of combustion air supply and flue gas analysis; and the types of water conditioning systems along with sampling and methods of water treatment.

STAT561 Power Plant Integrated Computer Control Systems
This course teaches the basics of computer operation; the operation of the personal computer along with industrial applications; resetting and loading operational programs; methods of operational scanning; and industrial automated control systems used in steam power plant operation.

SURG203 Local Anaesthesia and Soft Tissue
This theoretical course is offered in semester IV of the Chiropody program. The course content focuses on local anaesthesia, the nervous system and nail surgery.

SURG305 Medicine and Surgery
This course is designed to develop the students' understanding of the relationship and implications of specialized medical practice on chiropody.

SURV102 Quantity Surveying 1
This course is an introduction to quantity surveying. Students will develop the preliminary skills required to prepare a bill of quantities.

SURV110 Surveying
This is an elementary course in surveying, including the fundamentals of plane surveying and the use and care of equipment.

TECH302 Case Presentations of Clinical Processes
This course represents the focus of establishing an integrated curriculum by giving students experiences in presenting how they have related and incorporated scientific rationale into practical applications as applied to patient care in Denture Therapy.

TECH402 Supervisory Techniques
In this course, the student will come to understand the role of the food service supervisor in the organizational structure. The principles of human relations and the application of management tools are discussed.

THEA100 Acting I
The course covers: carefully graded improvisational exercises designed to liberate the student from self conscious fears and pretence; story telling; and basic introduction to text analysis.

THEA101 Acting II
The course covers: beginning scene study; introduction to Shakespeare; neutral mask (releasing imaginative impulses, etc.); poetry; and vocal masque (exploring the individual entertainment potential of each student working independently under supervision to create a solo presentation).

THEA102 Dance I
The course covers a practical study of the five basic elements of dance; co-ordination, motivation, animation, suspension and relaxation.

THEA103 Movement I
The course covers the dynamics of physical co-ordination as related to the theatre; development of tree, imaginative expressivity, stamina, and control; phrasing, dynamic, intent. The course is continued in THEA123, 223, and 243.

THEA106 Vocal Music I
This course introduces basic music theory and sight reading and beginning choral singing. This course continues in THEA113.

THEA107 Voice I
Students learn to free their natural, correct, individual vocal tone through correct breathing, placement, and use of resonators.

THEA108 Costume History
The course will provide a working knowledge and practical understanding of clothing and attire from primitive man ca. 4000 B.C. to the present.

THEA112 Speech I
A detailed study of the shaping of individual speech sounds through the use of the International Phonetic Alphabet and the establishment of natural received North American speech free of defects and regionalism.

THEA113 Vocal Music II
This course continues THEA106.

THEA115 Dance II
The course covers a variety of styles and techniques related to the needs of the actor-dancer. Continued in THEA203.

THEA117 Theatre History I
The course covers a study of the principal currents and eras in (mainly) Western theatre and drama, from ancient Athens to the present.

THEA118 Stage Cambat I
This course introduces basic principles of simulating stage violence. The course emphasises co-ordination, control and safety, hand-to-hand combat and use of quarterstaff.

THEA119 Group Improvisation
The course covers stimulation and response to impulse; awareness, sensitivity, trust; opening up and sharing of individual creativity, passing on the focus; ensemble.

THEA121 Contact Improvisation
The course covers combining skills developed in other classes in imaginative and daring ways; invention and responsive generosity in both physical and vocal interaction.

THEA122 Voice II
This course develops flexibility, range, and power in the student's voice.

THEA124 Speech II
This speech course begins dialectology.

THEA200 Acting III
The course covers: naturalism (intensive scene study concentrating on naturalistic technique and styles in material drawn from the modern and contemporary repertoire).

THEA202 TV and Film Technique
The course introduces the medium of screen performance (acting, announcing, interviewing, etc.) and covers the basic principles of television production. A tape is made of each student's achievement at the end of the course.

THEA205 Radia Techniques
The course covers basic microphone technique and explores all areas of radio performance. A tape is made of each student's achievement at the end of the course.

THEA207 Business of Acting
Instruction in career management such as techniques of soliciting work (resumes, photographs, letters, follow-ups, etc.); dealing with agents, managers and casting directors; professional associations and unions; governments, taxes, mortgages, insurance, etc.; work etiquette and audition techniques.

THEA208 Acting IV
The course will cover: period study (an intensive exploration into heightened characterization and style combining historical research into a chosen period); clowning; character mask (developing the imaginative capacity for transformation through use of half-masks); and vocal masque (see THEA101).

THEA212 Dance IV
The course covers requirements of music theatre, tap and jazz.

THEA216 Vocal Music III
This course continues THEA113, with emphasis on scene work in connection with THEA220.

THEA217 Theatre History II
See THEA117

THEA218 Stage Cambat II
The course covers sword work at various types and flight choreography. The instructor is available for further coaching and choreography as needed throughout the later states of the program.

THEA219 Make-up
The course introduces basic principles of stage make-up, materials, techniques; character analysis; design, bone structure, stage lighting; make-up for the media; application of latex, prosthetics, wigs, beads; stage gore; trans-sexual and trans-racial make-up.

THEA220 Children's Play Performance
Student will participate in a fully produced play presented to children. This will be the student's first experience at performing to an audience other than faculty or colleagues within the school.

THEA226 Vocal Music IV
This course covers solo coaching and choice of repertoire and emphasises work currently under study, as in THEA208.

THEA300 Acting V
The course covers: Commedia dell'arte (an intense exploration to the techniques of the Italian improvisational comedy); and vocal masque (an extended solo exercise amounting to a one-man or one-woman show).

THEA301 Showcase Performance I
The third year is largely a performance year given over to the preparation and presentation of fully staged Main Stage productions in different venues throughout the city.

THEA303 Movement V
The course covers extending range through connection with inner rhythms, instincts and emotions. Continued in THEA323.

THEA304 Dance V
This course covers rehearsal process and audition techniques.

THEA306 Vocal Music V
The course consolidates basic singing techniques, extended range, and fundamentals of good musicianship.

THEA310 Showcase Performance II
See THEA301. There will be at least six productions throughout the year, often in groups of three presented in repertoire.

THEA314 Dance VI
This course covers rigorous drills to increase stamina and the capacity for endurance; development of physical co-ordination and naturalness.

THEA316 Vocal Music VI
This course focuses on individual and group coaching with emphasis on material used in THEA301, 310, and on the preparation of auditions.

TRP301 Technical Report
The technical report in the third year is required as partial fulfilment of the Printing Technology diploma. The report will demonstrate a definite measure of originality in a chosen technical area and may be presented as a state-of-the-art essay.

TTP501 Academic Technical Curriculum
This course covers general mathematics, including fractions, decimals, per cent, ratio and proportion, algebraic formulae and applied geometry; measurement, including use of rulers, gauges, calipers, micrometers and verniers; blueprint reading; computer applications, including an introduction to BASIC programming. The student is introduced to job search strategies, resume writing, interview techniques and assertiveness training.

TTP502 Trades/Technical Curriculum
The student is introduced to the use of a wide variety of hand and power tools; construction carpentry and woodworking, including turning, finishing, basic cabinet making, demolition, studding, drywall; metal work, such as drilling, tapping, cutting, milling; sheet metal layout; electricity; plumbing fundamentals, such as installation of sink and toilet, and health and safety, including use of ladders and scaffolds, safe lifting and carrying techniques and WHMIS.

TYPO102 Lettering and Typography I
This course teaches the skills of lettering and typography simultaneously. Through lectures, demanstrations, readings and projects, it provides an intense introduction to lettering and typographical skills, with emphasis placed on those skills used in the fields of graphic design and advertising.

TYPO112 Lettering and Typography II
See TYPO102

URB100/110 Urban Studies-Social Housing Management
This course acquaints the student with the origins of urban planning, the Planning Act in Ontario land use, zoning and rezoning by-laws, housing policy in Canada, Co-op and Municipal non-profit housing and management, and the structure of metropolitan and urban development.

UR8300 Urban Planning
This introductory course familiarizes the student with basic planning theory and processes, with particular emphasis on the interrelationships of various tiers of Government and elements at urban infrastructure.

VIN201 Wines
In this course, the student learns the fundamentals of wines from around the world-how they are produced, stored and served. In addition, the student studies marc and brandy. This course fulfills the requirements of the Wine Council of Ontario certificate.

VIN400 Italian Wines
A specialized wine appreciation course is offered throughout the program featuring Italian wines. The wines are taught in conjunction with the study of regional foods with emphasis on the utilization of wine in the Italian kitchen.

VIN576 Wines
See VIN201

WC400 Workers' Compensation Adjudication Theory I
This course will provide the student with a global understanding of the scope and structure of WCB program delivery. The student will address the historical development of the Workers' Compensation Act and examine the role of the Workers' Compensation legislation within the context of social benefit programs available in Canada.

WC402 Legal Implications of the Workers' Compensation Adjudication
This course examines the legal and legislative context in which the Workers' Compensation Act is administered. The student will develop an understanding of key concepts in administrative law and the purpose and techniques of advocacy, and identify principles underlying adjudicative decision making, as well as such legal issues as confidentiality, ethics, and freedom of information.

WC403 Workers' Compensation Adjudication Theory II
This course provides the student with an understanding of the different aspects of adjudication, including the application of policy in adjudication, the steps required in knowledgeable decision making and the need for effective research skills in entitlement, benefits, permanent disability awards and vocational rehabilitation services.

WC405 Workers' Compensation Overview
This course examines key areas outside the realm of adjudication but integral to the compensation system in Ontario. Through panel discussions and presentations, the student will have acquired knowledge of compensation system funding and financing, the appeal process, occupational health and safety and vocational rehabilitation programs.

WC406 Clinical Extension
This three-week clinical extension course at the end of the second semester provides the student with an intensive clinical component of directed educational practice in workers' compensation case administration.

WELD515 Welding
This course will introduce the student to the basics of oxy-acetylene welding. The theory portion will deal with the following topics: safety precautions; handling and using oxy-acetylene equipment; welding terminology; pressure; flame adjustments; and basic welding joints. Laboratory work will include completion of projects using the various types of welded joints, i.e., lap, butt, and corner.

WELD522 Metal Cutting and Welding - Gas
Development of working knowledge of oxy-acetylene equipment and techniques.

WELD536 Metal Cutting and Welding - Arc
Development of working knowledge of standard electric arc welding equipment and techniques.

WELD540 Oxy-acetylene Welding/Brazing/Cutting
This is a practical hands-on course covering fusion and brazee welding, using the oxy-acetylene flame. Steel and other types of metals are welded in all positions and all types of weld joints are used. Pipe and tubing are fusion or brazee welded. Different cutting tip and torches are used to cut and fit weld joints. Welding of cast iron, resurfacing and pressure welding an small diameter pipe is practised.

WELD541 Shielded Metal Arc Welding
The practical subjects in this course are as follows: flat, horizontal, vertical and overhead fillet welds, groove welds in all positions, vertical down, welding of light gauge, carbon arc welding and carbon arc gouging. Different types of electrodes and power sources are used. Also included are: open root welding using cellulose and low hydrogen electrodes; practice for MCCR and CWB qualification; testing of weld coupons, and preparation of welding test coupons.

WELD542 Welding Fabrication
Theary includes safety (general shop safety precautions; safety in handling materials and shop tools and the use of fabrication machinery) and interpretation of shop drawings, shop calculations (fractions, decimals, etc.), measurements, calculations of circumference, mean diameters, bending allowance, etc., and basic weld symbols as applied to various shop drawings. Practice includes use of hand tools, operation of fabrication machinery, preparation of plate, structural shapes of steel, and fabrication of various projects to shop drawings and specifications.

WELD543 Gas Tungsten Arc Welding
This portion of the course covers the welding of aluminum, stainless and hard-to-weld metals with the TIG welding process. Butt, lap, tee and corner joints in all positions are welded. Manual and remote controls are used. The use of different types of tungsten and their preparation is taught.

WELD544 Gas Metal Arc Welding
Practical exercises using solid and flux core wire include welding of mild steel in all positions. All types of weld joints are used; light gauge is welded in flat, horizontal and vertical position; open root an 3/8" plate is welded. Setting up equipment and trouble shooting of equipment is practised.

WELD550 Welding Theory
The welding theary is directly related to the practical portion of the welding course. It covers oxy-fuel welding, brazing and cutting, shielded metal arc welding, gas tungsten and gas metal arc welding, the making and storage of weld gases, safety, power sources, types of welding current, plasma arc, pulse arc, electrode classifications; welding cools, testing of operators and welds, the making of steel and other types of metals and their weldability, and metallurgy.

WOOD100 Woodworking
The student learns the basic skills required for using hand tools and power tools. Projects use tools and skills required in piano rebuilding to make jigs for specific jobs in the piano tachnican field.

WOOD200 Woodworking
The student is tought to read plans for making the jigs that they will construct. Again, the jigs made are for specific jobs in the piano technican field.
Prerequisite: WOOD100.

WOOD551A Woodworking Theory
See FURN102

WOOD552 Woodworking Shop
The student will learn the skills required in custom furniture and cabinetmaking and finishing in a workshop setting. The student will make shop drawings, build projects and complete exercises to learn the safe and proper use of stationary machinery (table saws, jointer, bandsaws) as well as hand tools and hand power tools.

WOOD561 Production Management
The student will be introduced to production management, covering production planning and control, procurement, inventory control and quality control. Supervision, plant layout and how to start a business will also be examined in detail.

WOOD562 Woodworking Shop
The student will learn drawing, layout, preparing cutting lists and making patterns of projects that are more complex. Fitting, assembly, clean-up and surface preparation of more complex projects will be included as will fitting of hardware and use of the router.

WORD119 Introduction to Microcomputers and Word Processing
This course demanstrates an understanding of key terms, concepts, and activities invalved in using microcamputers. The course enables a student to access a microcamputer and use it to perform elementory word processing functians using WordPerfect.

WORD215 **Word Processing III/ Machine Transcription**

This course enables the student to produce personalized documents, lists and envelopes by using the Merge feature; create styles and insert them into documents; create, print and edit newspaper-style and parallel columns; create outlines, tables of contents, indexes and lists; sort and select specific files for sorting; and recall graphics into documents.

WORD220 **Legal Ward Processing/Machine Transcription I**

This course enables the student to edit documents using the WordPerfect Speller, Thesaurus, block operations, and search and replace operations; enhance reports with the use of headers and footers; create macros to perform repetitive tasks; and produce personalized documents by using the merge feature.

WORD221 **Legal Ward Processing/Machine Transcription II**

This course continues the development of skills introduced in WORD220 and introduces the student to the preparation of legal documents using WordPerfect.

WORD223 **Medical Ward Processing/Machine Transcription II**

This course will concentrate on the skill required to develop proficiency in medical transcription and will introduce the student to the use of WordPerfect and prerecorded tapes to prepare formal, common medical reports using a variety of acceptable styles.

WORD224 **Word Processing/ Machine Transcription**

This course will concentrate on the skills required to add forms to the printer, to maintain files on disks, to create columns of text, to create documents using standardized text, to edit documents using WordPerfect block text and search and replace operations and to use line draw and other features.

WORD300 **Word Processing**

This course acquaints the student with the basic functions of a word processor. The student is expected to achieve basic competencies on the equipment including creating and editing documents, formatting, inserting, deleting, tabulating, merging, orchiving and other applications.

WORD507 **Ward Processing**

This course is designed to acquaint the student with a commonly used piece of word processing software. Projects produced by the student in this module will later be used to compose pages of text in the EDC courses. The student is expected to achieve basic competencies such as creating and editing documents, enhancing document appearance, storing and retrieving documents and formatting and installing software features such as printers, tabulation, merging and archiving.

XXXXXX **International Trade**

This course is designed to introduce the student to import and export procedures and how they may be applied to small businesses. Some of the topics covered include international marketing, sourcing foreign suppliers, local market research, import/export documentations, researching export markets and transportation.

ZZBUSXX1 **Entrepreneurship within the Large Corporation**

This course is designed to help students bridge the gap between small business management (entrepreneurship) to acting as an entrepreneur within a large business or corporation (intrapreneurship). The focus is on how to use the skills learned in the small business program and apply them within the larger business.

ZZELCT5XX **Active Circuit Analysis (Applied Math)**

The student will practice a variety of methods of component replacement, learning to solder/desolder carefully and efficiently. Surface-mount techniques will be demonstrated. Microcomputer and system fault diagnosis will be accomplished using scope, probe, logic and signature analysis and emulation and diagnostic programs.

ZZELCT5XX **Introduction to Telecommunications**

Synchronous and asynchronous protocols are discussed. Various network configurations are introduced from a block diagram approach. Emphasis is placed on simple computer-to-computer communications through a modem with its associated communications software.

ZZMARXX1 **Marketing Your Business**

Topics include consumer and industrial market segmentation; interrelationships between consumer and company goals, environmental factors and the marketing mix; and marketing research. Students will be assessed on their ability to demonstrate an understanding of the market system and the steps require to ensure successful marketing of a product or service. This includes consumer behaviour, marketing strategy, product management, promotion and pricing.

ZZMARKXX2 **Service Marketing**

This course focuses on the marketing of a service business with particular emphasis on the marketing of a small service business. Some topics covered are market research, planning, promotion, pricing, after sales service and consumer behaviour.

ZZPROXX1 **Promote your Business**

This course will provide students with a basic understanding of the principles of advertising and promotion as applied to small businesses. Some topics covered include ad research, planning, media selection, ad creation skills, and evaluation of advertising results. Some time will also be spent on direct marketing principles.

ZZZZ **Conceptual Visualization and Production II**

This course introduces the student to the visualization and rendering of preliminary ideas and presentation art through the application of markers. The students learn the value of markers and how to use them quickly and effectively.

ZZZZ **Conceptual Visualization and Production I**

This course introduces the student to the proper use of the technical tools of the graphic designer. Through a series of exercises and projects it develops precision and accuracy in preparation for reproduction.

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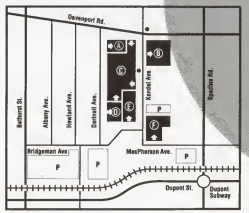
MAP

CAMPUSES

Casa Loma (CL)

George Brown's largest compus is made up of o cluster of six buildings occupying more thon o city block near the intersection of Davenport Road and Spadino Road. The main building is ot 160 Kendal Ave. The compus is o three-minute walk from the Dupant subway statian or o five-minute bus ride from the Spadino subway station on the Bloor Street line. It is also o short walk from buses that run on Bathurst Street. From the Dupont subway statian, walk north on Spadina and under the railway bridge ta MacPherson Ave. Turn left (west) on MacPherson and follow it past the administratian building ta Kendol Ave. Far classes in 146 Kendol Ave. or 160 Kendol Ave., turn right (north). To get ta 1 Dartnell or 37 Dartnell Ave., follow MacPherson west and continue past the parking lots to Dartnell Ave.

Casa Loma Compus is nomed ofter the Toronto londmark monsion locoted ocross the street.



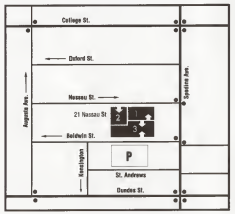
CL

Kensington (K)

Kensingtan Compus is located ot 21 Nossou St. It is o cluster of three buildings located just off Spadina Avenue, two blocks south of College Street an the west side.

The compus is o five-minute walk to College Street, where streetcors run to and from Yonge and University subway stations. A bus thot runs south from the Spadino subway statian on the Bloor Street line stops ot the corner of Nossau Street near the compus.

The compus is located in the heart of one of Toronto's most interesting oreas — the Kensington Market, one of the lost open street markets in Conada.



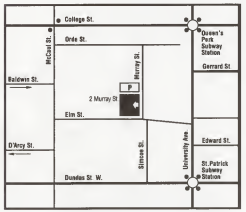
K

Nightingale (N)

Nightingale Compus is located ot 2 Murroy St., just west of University Avenue between Dundas and College Streets.

The campus is o five-minute walk from either St. Patrick or Queen's Park subway stotion. From St. Patrick statian, walk narth ta Elm Street; from Queen's Pork statian, walk south to Elm Street. Turn west on Elm Street and walk o short distonce to Murray Street.

Nightingale Compus is located in the heart of Toronto's medicol community with tunnel links to the Haspitol for Sick Children, the Toronta Hospitol ond Mount Sinoi Haspitol.



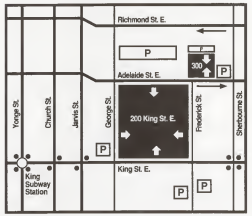
N

St. James (SJ)

George Brown's most papulaus compus is situated near the intersection of King and Jorvis Streets, just east of Taronto's downtown business district. The main compus building is ot 200 King St. E. The campus is o 10-minute walk from the King subway station. Or, you con take the King streetcor eastbound to Jorvis Street from the King subway station, just o short walk from the front doors of the college.

The School of Hospitality is located in its own building on the St. James Compus at 300 Adeloide St. E., just west of Sherbourne Street. The George Brown Theatre School is located ot 530 King St. E. just west of River Street.

The main building ot this compus is a historicol dawntown londmark built in 1874. It has been completely renovated for college use — leaving just the focade for orchitectural continuity in the old Tawn of York neighbourhood. The compus is nomed for the nearby St. James Cothedral.



SJ

Transit stops
Entrance

George Brown
The City College

FULL-TIME PROGRAMS 1994-95

QUESTIONS?

If you have any questions about George Brown College programs or services, please call our Enquiry Centre at (416) 867-2464 or toll-free 1-800-263-8995 (Monday to Thursday from 8:30 a.m. to 6:30 p.m. and Friday to 4:30 p.m.)

Our cover photo features George Brown College students Jennifer Shigetomi and Dwight Boswell on King Street near the St. James Campus.

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